



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Report, Liability to Third Person(s)	DA00	1-PC02 1 of 1

SUBMITTAL REQUIREMENTS

5. Type: 3	6. Frequency of Submission: *AR
7. Distribution: 2 Copies	
8. Initial Submission:	
9. As of Date: N/A	N/A

10. Remarks:

*Report to be made within 3 days after filing of action or claim. Original to DA00 (Contracting Officer) and one copy to CA00 (Chief Counsel). Immediate oral notification is required whenever settlement negotiations are contemplated or conducted which could result in a liability not covered by insurance.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Report, Liability to Third Person (s)	
13. Use: To inform the Contracting Officer of any liability by the Contractor to a third person(s) which may or may not be covered by the Contractor's insurance.	14. Interrelationship: Annex 1.4.2.4
	15. Reference: FAR 52.228-7

16. Preparation Information:

16.1 SCOPE: This Data Requirement Description (DRD) establishes the requirement for the preparation of a report covering any suit or action filed, or any claim made against the Contractor by a third person(s) arising from the performance of the contract as required by the "Insurance-Liability to Third Persons" clause of the General Provisions of the contract. This DRD required the contracts to give notice whenever settlement negotiations are contemplated or conducted which could result in a liability not covered by insurance.

16.2 APPLICABLE DOCUMENTS: General Provisions Clause 52.228-7

16.3 CONTENTS: The report will provide detailed information about any suit or action filed, or any claim made, against the Contractor by a third person(s) arising from the performance of the contract.

16.4 FORMAT: Letter form.

16.5 MAINTENANCE: N/A

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title:

Report, Certificate of Insurance

3. Operator:

DA00

4. DR Number Page Date Rev.

1-PC03 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:

3

6. Frequency of Submission:

*RT

7. Distribution:

Original and
1 Copy

8. Initial Submission:

9. As of Date:

*

15 days after award of contract.

10. Remarks:

*Initial report to be made 15 days after award of contract. Updated Certificates are required prior to expiration of previous Certificates. Revised certificate required if coverage changes. Original to be submitted to DA00 (Contracting Officer) and one copy to CA00 (Chief Counsel).

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

Report, Certificate of Insurance

12. Standard DRD Number Rev. Page Date

13. Use:

Describe the type and amount of insurance coverage maintained by the Contractor during the period of contract.

14. Interrelationship:

1-PC02
Annex 1.4.2.4

15. Reference:

FAR 52.228-7
NASA FAR Supplement
1852.228-75

16. Preparation Information:

16.1 SCOPE: This Data Requirement Description (DRD) establishes the requirements for a certificate, as required by the clause of the Contract entitled "Insurance - Liability to Third Persons."

16.2 APPLICABLE DOCUMENTS: Clause of contract entitled "Insurance - Liability to Third Persons."

16.4 FORMAT: Certificate provided by Insurance Company.

16.5 MAINTENANCE: N/A

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:

Notification, Advance Subcontract

3. Operator:

DA00

4. DR Number Page Date Rev.

1-PC04 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:

3

6. Frequency of Submission:

AR

7. Distribution:

1 Copy

8. Initial Submission:

N/A

9. As of Date:

N/A

10. Remarks:

2 Weeks advance notification shall be provided. One copy to be submitted to DA00 (Contracting Officer)

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

Advanced Notification of Proposed Subcontract Action

12. Standard DRD Number Rev. Page Date

13. Use:

To provide the SSC Procurement Office with Advance Notification of proposed subcontracts.

14. Interrelationship:

Annex 1.5.3.1

15. Reference:

FAR 52.244-2;

16. Preparation Information:

16.1 SCOPE: This Data Requirement Description (DRD) establishes the requirements for the preparation of written, advance notification of any proposed subcontract as defined in the above-references clauses.

16.2 APPLICABLE DOCUMENTS: The "Subcontracts" Clause of the Contract.

16.3 CONTENTS: Same as Paragraph 16.1 "Scope." The Material Request number shall be referenced in the notification.

16.4 FORMAT: Letter Form.

16.5 MAINTENANCE: N/A

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title:

Reports, Subcontract

3. Operator:

DA00

4. DR Number Page Date Rev.

1-PC05 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:

6. Frequency of Submission:

- * AN Optional Form (OF) 312, Small Disadvantaged Business (SDB) Participation Report
- * SA Standard Form 294, Subcontracting Report for Individual Contracts
- * SA Standard Form 295, Summary Subcontract Report

7. Distribution:

See Item 10*

- * MO Small Disadvantaged Business (SDB) Subcontract Status Report

8. Initial Submission:

- * OF 312 - 30th day of month following the close of Government Fiscal Year
- * SF 294 - 30th day of the month following the close of the SA reporting period.
- * SF 295 - 30th day of the month following the close of the SA reporting period.
- * Initial Monthly SDB Status Report - 5th working day following the close of second monthly accounting period; thereafter, reports due 5th working day following the close of the accounting period.

9. As of Date:

*

10. Remarks:

- * SF 294, OF 312, & 295 - One (1) copy to the Contracting Officer (DA00); one (1) copy to Small Business Specialist (DA00); and the original to NASA Headquarters, Attn: Office of Procurement (HM-1), Washington, DC DC 20546
- * Monthly SDB Status Report - One (1) copy to Small Business Specialist (DA00), and original to Contracting Officer (DA00)

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

Reports, Subcontracts

12. Standard DRD Number Rev. Page Date

13. Use:

SF 294; SF 295; To provide NASA a basis for evaluation and extent of subcontracts program involving small and disadvantaged business concerns. Appropriations Act 1990 (P.L. 101-144) (P.L. 101-507).
OF 312 to provide NASA and Department of Commerce with a breakdown of SDB Participation by targeted SIC Major Groups.

14. Interrelationship:

Annex 1.5.4.3

15. Reference:

FAR Part 19.704;
FAR 52.219-25
FAR 52.219-9(d)(10);
NFS 1852.204-70;
NFS 1852.219-76;
NFS 1852.219-75

16. Preparation Information:

16.1 SCOPE: This Data Requirement Description (DRD) establishes the requirements for the preparation of the following subcontract reports: (1) annual Option Form 312 for SDB participation targets; (2) semi-annual SF 294 subcontracting report for individual contracts; and (3) SF 295 summary subcontract report.

16.2 APPLICABLE DOCUMENTS: OF 312, SF 294; SF 295

16.3 CONTENTS: OF 312, SF 294, (3) SF 295 - as specified on the forms with the following additional instructions: BLOCK 13A and 13BMSF 294 & 295: Include women-owned small business concerns (WOSB) BLOCK 18 on SF 294 & 295: Remarks: Include total dollars awarded for each of the following categories: Small Small Business; Small Disadvantaged Business (non-women owned); Small Disadvantaged Business (women-owned); and Small Women Owned Business (non-disadvantaged)

16.4 FORMAT: In accordance with instruction of OF 312, SF 294 and SF 295.

16.5 MAINTENANCE: N/A

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title: Reports, Davis-Bacon	3. Operator: DA00	4. DR Number Page Date Rev. 1-PC06 1 of 1
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SUBMITTAL REQUIREMENTS

5. Type: 4	6. Frequency of Submission: QU - Davis-Bacon Payroll SA - Department of Labor (DOL) Enforcement Report
7. Distribution: 1 Copy	
9. As of Date: F/Y ten days after reporting period	8. Initial Submission: * QU - 7 days following each quarter from commencement of contract. * SA - October 1st – March 31 st April 1 st – September 30 th

10. Remarks: *One copy to be submitted to DA00 (Contracting Officer)

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title: Reports, Davis-Bacon Payroll		12. Standard DRD Number Rev. Page Date	
13. Use: To provide information on Davis-Bacon subcontractors certified payroll and Davis-Bacon violations.		14. Interrelationship: Annex 1.5.3.3; Annex 3; Schedule Articles H-24 & H-25	15. Reference: Davis-Bacon Act & (40 U.S.C. 276a -276a - 7) Copeland Act (40 USC 276 c) & 29 CFR Part 3 pp3.3. Applicable labor standard provisions of the contract contract.

16. Preparation Information:
- 16.1 SCOPE: This Data Requirement Description (DRD) establishes the requirements for the submittal of the Davis-Bacon subcontractors certified payroll and any instances of Davis-Bacon violations.
- 16.2 APPLICABLE DOCUMENTS: Davis-Bacon Act (Labor)
- 16.3 CONTENTS: The Contractor shall, in accordance with the provisions of the Davis-Bacon Act, deliver to NASA the Davis-Bacon subcontractors certified payroll on a quarterly basis and a DOL Semi-Annual Enforcement Report.
- 16.4 FORMAT: Subcontractors certified payroll in keeping with the provisions of the Davis-Bacon Act. DOL Semi-Annual Enforcement Report format attached hereto.
- 16.5 MAINTENANCE: N/A
- 16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD: None

SEMI-ANNUAL LABOR COMPLIANCE REPORT
TO THE DEPARTMENT OF LABOR
PURSUANT TO SECTION 5.7 (b) OF
REGULATION, PART 5

- 1) Period covered:
- 2) Number of prime contracts awarded:
- 3) Total dollar amount of prime contracts awarded: \$
- 4) Number of contractors against whom complaints were received:
- 5) Number of investigations completed:
- 6) Number of contractors found in violation:
- 7) Amount of back wages found due:
 - a) Davis-Bacon Act: (prevailing wage violations) \$
 - b) CWHSSA: (overtime violations) \$
- 8) Amount of back wages paid:
 - a) Davis-Bacon Act: \$
 - b) CWHSSA: \$
- 9) Total number of employees paid wage restitution under the Davis-Bacon and related Acts and/or Contract Work Hours and Safety Standards Act:
- 10) Amount of liquidated damages assessed under CWHSSA: \$



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title:

Report, Geographic Economic Impact

3. Operator:

DA00

4. DR Number Page Date Rev.

1-PC07 1 of 2

SUBMITTAL REQUIREMENTS

5. Type:

3

6. Frequency of Submission:

AN

7. Distribution:

Original and 1
Copy

Reporting period shall be October 1 to September 30 for all years with partial reports for years 1 and 7.

8. Initial Submission:

14 days following close of Government Fiscal Year.

9. As of Date:

N/A

10. Remarks:

Original report to DA00 (Contracting Officer) and 1 copy to NASA/SSC Small Business Specialist.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

Report, Geographic Economic Impact

12. Standard DRD Number Rev. Page Date

13. Use:

To determine the economic impact by geographical distribution

14. Interrelationship:

Annex 1.5.4.1

15. Reference:

16. Preparation Information:

16.1 SCOPE: This Data Requirement Description (DRD) establishes the requirements for the preparation of a report covering all acquisition placed by the Contractor and the related geographic impact of these acquisitions.

16.2 APPLICABLE DOCUMENTS: All acquisitions placed by the Contractor.

16.3 CONTENTS: Identify FOSS funds disbursements by FY for the following geographic locations:

A. Hancock County, MS

No. of Acquisitions

Total Dollars

B. Harrison County, MS

C. Pearl River County, MS

D. All of State of Mississippi

E. St. Tammany Parish, LA

F. All of State of Louisiana

G. List all Other 48 States

H. Foreign Countries



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Report, Geographic Economic Impact

3. Operator:

DA00

4. DR Number Page Date Rev.

1-PC07 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Standard DRD Title:

Report, Geographic Economic Impact

12. Standard DRD Number Rev. Page Date

16. Preparation Information:

16.4 FORMAT: At discretion of the Contractor

16.5 MAINTENANCE: N/A

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title:

Metrics, Purchasing and Subcontracting

3. Operator:

DA00

4. DR Number Page Date Rev.

1-PC08 1 of 2

SUBMITTAL REQUIREMENTS

5. Type:

3

6. Frequency of Submission:

QU - Use of Consolidated Contracts

QU - Acquisition Activity

7. Distribution:

Original and
1 Copy

8. Initial Submission:

QU - 7 days following close of each quarter from commencement of contract.

9. As of Date:

N/A

10. Remarks:

Original and 1 copy to be submitted DA00 (Contracting Officer).

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

Metrics, Purchasing and Subcontracting

12. Standard DRD Number Rev. Page Date

13. Use:

To be used by NASA to track the progress of using Consolidated Contracts on a center-wide or government-wide basis. To provide the Government with workload indicators on an annual basis.

14. Interrelationship:

Annex 1.5.4.2

15. Reference:

16. Preparation Information:

16.1 SCOPE: (1) The Contractor will be required to report statistics regarding purchase orders or subcontracts, including modifications, placed against any NASA contracts or other government-wide contracts, for example, General Services Administration (GSA) orders, Science and Engineering Workstation Procurements (SEWP) at Goddard Space Flight Center, etc. (2) The Contractor will be required to report cumulative acquisition activity.

16.2 APPLICABLE DOCUMENTS: None

16.3 CONTENTS: (1) A listing of all orders, including modification, placed against NASA Center-Wide Contracts or government-wide contracts with associated dollar amounts. Identify specific contractor, contract number, and location. (2) The Contractor shall furnish to the Contracting Officer the following information for each quarter:

A. Total amount of dollars spent in acquisitions.

B. Total number of acquisitions.

C. Total number of line items processed.

D. Total amount of dollars placed in each Level identified in Annex 1.5



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR) Continuation Sheet

Data Procurement Document
1. Number Issue

2. Title:

Metrics, Purchasing and Subcontracting

3. Operator:

DA00

4. DR Number Page Date Rev.

1-PC08 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Standard DRD Title:

Metrics, Purchasing and Subcontracting

12. Standard DRD Number Rev. Page Date

16. Preparation Information:

E. Total number of acquisitions in each Level identified in Annex 1.5.

F. Total number of line items processed in each Level in Annex 1.5.

G. Average number of days orders placed for each Level identified in Annex 1.5.

16.4 FORMAT: Format shall be at the discretion of the Contractor.

16.5 MAINTENANCE: N/A

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title:

Manual, Quality

3. Operator:

QA00

4. DR Number Page Date Rev.

1-RA01 1 of 2

SUBMITTAL REQUIREMENTS

5. Type:

1

6. Frequency of Submission:

AD

7. Distribution:

6 Copies

8. Initial Submission:

Submit Quality Manual with offer proposal.

9. As of Date:

N/A

10. Remarks:

Submit 3 copies of basic plan and all revisions to Code QA00 for review. One copy each of reviewed plan submitted to Code RA20, DA00 and DCMC Quality Assurance Office. ANSI/ISO/ASQC Q9001-1994 Element No. (Servicing) will not be required on this contract.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

Manual, Quality

12. Standard DRD Number Rev. Page Date

13. Use:

To outline the overall quality function of a supplier, providing the methods to accomplish and satisfy contractual requirements.

14. Interrelationship:

15. Reference:

ASQC Q9001-1994

16. Preparation Information:

16.2 SCOPE: This Data Requirement Description (DRD) establishing the requirement for the preparation and submission for review of a plan covering the organizational relationship and responsibilities of the inspection function to other functions and the detailed procedures for controlling the system elements in accordance with ASQC Q9001-1994 Element 4.2.1. The Quality Manual will be the governing document upon NASA review.

16.2 APPLICABLE DOCUMENT: ASQC Q9001-1994 element 4.2.1

16.3 CONTENTS: The Manual may outline as a minimum a proposed system for providing the following: The supplier shall establish, document, and maintain a quality system as a means of ensuring that product on service conforms to specified requirements. The supplier shall prepare a quality manual covering the requirements of this American National Standard. The quality manual shall include or make reference to the quality-system procedures and outline the structure of the documentation used in the quality system.



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Manual, Quality

3. Operator:

QA00

4. DR Number Page Date Rev.

1-RA01 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Standard DRD Title:

Manual, Quality

12. Standard DRD Number Rev. Page Date

16. Preparation Information:

16.4 FORMAT: Letter form 8 1/2" x 11" with front and back covers.

16.5 MAINTENANCE: The plan shall be maintained in a current condition by page revision or complete re-issue, as contractually determined, to reflect the latest program changes and hardware configuration.

16.6 EXCEPT/ADDITIONS TO THIS STANDARD DRD: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title: Report/Plan, Space Utilization	3. Operator: RA20	4. DR Number Page Date Rev. 3-FA01 1 of 2
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SUBMITTAL REQUIREMENTS

5. Type: FA	6. Frequency of Submission: 1. Quarterly Report 2. Copy of individual building plan schematic to be sent to RA20 upon update 3. Annual Copy of 1/8" Building's Plan Manual to Resident Agencies
7. Distribution: 1 copy to RA20 1 copy to all Resident Agencies	
9. As of Date: 1. PE 2. QU 3. AN	8. Initial Submission: 120 days after receipt of DR PE - 14 days after completion of any project QU - 5 days following end of fiscal quarter AN - May 1 to Resident Agencies

10. Remarks:
RA20 requires an update to the Buildings Plan Manual to be provided 14 days after completion of any project affecting allocation or reconfiguration of space in any building, facility or structure. The Quarterly Report will be required for Cost Allocation purposes to resident agencies.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
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13. Use: To provide Space Utilization Officer with up to date Buildings Plan for allocation of space.	14. Interrelationship:	15. Reference: NHB 7234.2 Annex 3.1.3.8.12
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16. Preparation Information:

16.1 Scope: This Data Requirement (DR) establishes the requirement for a 1/8" floor plan of every building, facility or structure at SSC.

16.2 Applicable Documents: NHB 7234.2 - Inventory of existing space.

16.3 Contents: The floor plan will contain net square footage per room type (identified in NHB 7234.2), type of space per room, gross square footage per building, wall type and tenant occupying room or building (color coded by occupant, square footage of occupancy. NASA government occupied space shall be color coded by organizational code. NASA contractors shall be color coded by program.)

16.4 Format: 1/8" floor plan

16.5 Maintenance: Update of the floor plan shall occur as projects affecting space allocation or reconfiguration of space are completed. There will be a yearly submission of the Building Plans Manual given to the resident agencies. Also required is a quarterly update of all changes to space allocation.



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR) Continuation Sheet

Data Procurement Document
1. Number Issue

2. Title:

Report/Plan, Space Utilization

3. Operator:

RA20

4. DR Number Page Date Rev.

3-FA01

2 of 2

DATA REQUIREMENT DESCRIPTION – CONTINUATION

11. Standard DRD Title:

Report/Plan, Space Utilization

12. Standard DRD Number Rev. Page Date

3-FA01

16. Preparation Information:

16.6 Exceptions/Additions to this Standard DR: None

16.7 Provide Excel spreadsheet of space occupied by tenants. Design fields with input from NASA Space Utilization Office.



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:

List, Real Property Inventory

3. Operator:

RA20

4. DR Number Page Date Rev.

3-FA02 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:
FA

6. Frequency of Submission:
Annual Submission (November 1)

7. Distribution:
1 copy to RA20

8. Initial Submission:
November 1, 1999

9. As of Date:
FY Ending
Sept. 30

10. Remarks:

Real Property Inventory to consist of all collateral equipment with a value of over \$5,000.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

Real Property Inventory

12. Standard DRD Number Rev. Page Date

13. Use:
To provide Reality Specialist with an inventory listing of
of all collateral equipment valued over \$5,000.

14. Interrelationship:
Annex 3.1.3.12

15. Reference:
NHB 8800.15
Annex 3
Annex 3.1.3.8.12

16. Preparation Information:

16.1 Scope: This Data Requirement (DR) establishes the requirement for an inventory listing of all collateral equipment with a purchase value of over \$5,000.

16.2 Applicable Documents: NHB 8800.15 , NASA Form 1046 and SSC Form 714.

16.3 Contents: Provide an inventory listing of all collateral equipment per building, structure, or facility containing Manufacturer plate data, manufacturer, serial number, acquisition cost, and location.

16.4 Format: SSC Form 714.

16.5 Maintenance: Provide yearly statement of inventory.

16.6 Exceptions/Additions to this Standard DR: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:

Facilities by Floor Type

3. Operator:

RA20

4. DR Number Page Date Rev.

3-FA03

SUBMITTAL REQUIREMENTS

5. Type:

6. Frequency of Submission:

Submit on a quarterly basis

7. Distribution:

2 Copies

8. Initial Submission:

9. As of Date:

Initial submission shall be within 15 days following the end of the quarter.
September 30, 1999 is the end of the first quarter to be reported.

10. Remarks:

Provide two copies to RA20, Institutional Services Division, each quarter. Information may be provided electronically. Any changes to format or content shall be submitted to RA20 for approval.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

Facilities by Floor Type

12. Standard DRD Number Rev. Page Date

13. Use:

Information used in compiling workload data and monitoring requirements for Custodial Services

14. Interrelationship:

None

15. Reference:

Annex 3.1.3.8.12

16. Preparation Information:

16.1 SCOPE: This Data Requirement establishes the requirement for the compilation, categorization, identification of all floor space at SSC and the submittal of information in spreadsheet format.

16.2 APPLICABLE DOCUMENT: None

16.3 CONTENTS: Comprehensive listing of all SSC Buildings, including the addition, deletion, or increase in square footage of existing buildings. All changes in square footage, both addition or deletion, shall be highlighted and quantified. See attachment, sample report, detailing both format and information to be included in the document.

16.4 FORMAT: See attachment sample report.

16.5 MAINTENANCE: None

16.6 EXCEPTIONS/ADDITIONS: None

SSC-166 (10/96) (Ms Word 6.0) C.G. (10/96) pc



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title:

Profit and Loss Statement

3. Operator:

RA20

4. DR Number Page Date Rev.

4-GA01 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:

3

6. Frequency of Submission:

MO

7. Distribution:

1

8. Initial Submission:

Within 5 days following the end of each month

9. As of Date:

10. Remarks:

Provide COTR with a copy of the P&L for each month

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

12. Standard DRD Number Rev. Page Date

13. Use:

To be used in the monitoring of cafeteria operations.

14. Interrelationship:

15. Reference:

4.2.3

16. Preparation Information:

16.1 This data requirement establishes the requirement for preparation of records which are essential to the operation of SSC Food Services.

16.2 Applicable Documents: None

16.3 Contents: Each report should consist of a Food Services operating statement (See attachment)

16.4 Format: Letter Form 8 1/2 x 11 bond paper

16.5 Maintenance: N/A

16.6 Exceptions/Additions to this DRD: None



DATA REQUIREMENT (DR)

2. Title: Plan, NASA Three Year Comprehensive

3. Operator:

4. DR Number Page Date Rev.

Printing, Duplicating, Copying and Publishing Management

RA20

4-GA02

1 of 1

SUBMITTAL REQUIREMENTS

5. Type:
2

6. Frequency of Submission:
AN

7. Distribution:

November 1st

(1) RA20

8. Initial Submission:

9. As of Date:

30 days following end of fiscal year

End of FY

10. Remarks:

Forms may change from year to year and will be supplied by Government

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

Same

12. Standard DRD Number Rev. Page Date

Same

13. Use:

Provide data for agency report to Congressional
Committee on Printing

14. Interrelationship:

NPG 1490.5A

15. Reference:

Annex 4.6.10.1

16. Preparation Information:

16.1 SCOPE: This DR establishes the requirements for the preparation of a three-year printing production plan.

16.2 APPLICABLE DOCUMENTS: NASA Three Year Comprehensive Printing, Duplicating, Copying and
Publishing Management Plan

16.3 CONTENTS: Actual printing production data for current FY and three year projection.

16.4 FORMAT: NASA FORMS (Provided annually by NASA Headquarters)

16.5 MAINTENANCE: The forms and information will be reviewed and updated annually.

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DR: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Report, GIDEP Usage

3. Operator:

QA00

4. DR Number Page Date Rev.

6-RA09 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Standard DRD Title:

12. Standard DRD Number Rev. Page Date

16. Preparation Information:

g. Exchange metrology information including calibration procedures and technical manuals for test and measurement equipment. This database includes related National Institute of Standards and Technology (NIST) documents.

h. Provide a centralized database for exchange of reliability and maintainability statistical data. This data includes failure rate, failure mode and replacement rate data to assist in the planning, design and testing of parts, components and systems to satisfy through this data area.

RESPONSIBILITY:

a. Serving as the point-of-contact between their organization and the GIDEP Operations Center. The Representative should establish a network of coordinators within the various divisions and departments to ensure that access to data is available according to their needs. The Representative also identifies those groups who are potential sources of data for submission to GIDEP.

b. Maintaining control of and safe guarding security passwords to the GIDEP database.

c. Submitting applicable data for inclusion in the GIDEP database.

d. Publicizing the availability of GIDEP throughout the organization. Accordingly, the GIDEP Representative is responsible for aggressively promoting and publicizing the availability of GIDEP data, as appropriate. Promotional materials such as posters, slides, films, and support for internal briefings are available upon request from the GIDEP Operations Center.

e. Collecting utilization data and submitting the GIDEP Annual Utilization Report.

Representatives are urged to submit utilization data as frequently as documents are used, but at least yearly.

f. Ensuring data required in the contractual Contractor's Data Requirements List (CDRL) are submitted to GIDEP in a timely manner.

g. Informing your upper management of benefits resulting from participation in GIDEP.



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title:

Plan, Safety and Health

3. Operator:

QA00

4. DR Number Page Date Rev.

6-SA01 1 of 6

SUBMITTAL REQUIREMENTS

5. Type:

1

6. Frequency of Submission:

*RT

7. Distribution:

1 Copy (QA00)
1 Copy (RA00)
1 Copy (DA00)

8. Initial Submission:

9. As of Date:

COB Sept 30

One submission only (with the proposal) and annual revisions.

10. Remarks:

*Update approved plan when 10% of any page requires changing or sooner if the nature of the change warrants special consideration. Distribution of approved changes: one copy to QA00 Safety Office; one copy to RA00; and one copy to DA00 (Contracting Officer).

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

Plan, Safety and Health

12. Standard DRD Number Rev. Page Date

13. Use:

To describe a safety and health plan for the protection of personnel, equipment, and facilities.

14. Interrelationship:

DRs Annex 4.5
DRs Annex 8.0
DRs Annex 6.3
DR 6-SA02

15. Reference:

NPD 8710.2B
SPG 8715.1
NHB 1700.1 (V1-B)

16. Preparation Information:

16.1 SCOPE: This Data Requirement Description (DRD) establishes the requirements for the preparation of a plan addressing safety controls to be applied by the contractor for the protection of life and health of employees and other persons, and for the prevention of damage to property, materials, supplies, and equipment. The instructions on safety and health plan content below include specific reports and data to be submitted to the Government and should represent contractual commitments by the contractor to provide this information.

16.2 APPLICABLE DOCUMENTS: None.

16.3 CONTENT: A. The plan shall be based upon the following standards to the extent that they are applicable to the contractor's operations.

1. OSHA 29 CFR 1910/1926
2. CFR Part 49
3. U.S. Environmental Protection Agency 40 CFR 61, Subpart M.
4. National Fire Protection Association, National Fire and Electrical Codes
5. American National Standards Institute (ANSI, Safety Series)
6. SSC Safety and Health Procedures and Guidelines SPG 8715.1
7. NASA Safety Manual
8. American Society of Mechanical Engineers, Boiler and Unfired Pressure Vessel Code



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR) Continuation Sheet

Data Procurement Document
1. Number Issue

2. Title: Plan, Safety and Health	3. Operator: QA00	4. DR Number Page Date Rev. 6-SA01 2 of 6
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DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Standard DRD Title: Plan, Safety and Health	12. Standard DRD Number Rev. Page Date
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16. Preparation Information:

16.3 CONTENT: (Cont)

9. Accident Prevention Manual for Industrial Operations (NSC)
10. National Fire Protection Association Handbook for Fire Protection
11. National Building Code
12. Southern Building Code
13. Industrial Ventilation Guide
14. Illumination Engineering Society Handbook
15. Heating, Ventilation Guide
16. Factory Mutual Engineering Division Requirement

B. The contractor's Safety and Health Plan shall include the following content.

1.0 Management Leadership and Employee Participation

1.1 Policy. Provide the contractor's safety policy statement with the plan.

1.2 Goals and Objectives. Describe specific goals and objectives to be met throughout contract performance.

1.3 Management Leadership. Describe management's strategy for implementing its commitment to safety and health through visible management activities and initiatives including a commitment to exercise management prerogatives to ensure work place safety and health. Describe processes that will be used to make management safety and health leadership visible in all contract and subcontract activities and products. Include a statement from the program manager or designated safety official indicating that the plan will be implemented as approved and that the program manager will take personal responsibility for its implementation.

1.4 Employee Involvement. Describe strategy to promote and implement employee (including non-supervisory) involvement in safety and health program development, implementation and decision making.

1.5 Assignment of Responsibility. Describe line and staff responsibilities for safety and health program implementation. Identify any other personnel or organization that provides safety services or exercises any form of control or assurance in these areas. State the means of communication and interface concerning related issues used by line staff and others (such as documentation, concurrence requirements, committee structure, sharing of the work site with NASA, other contractors and resident agencies or other special responsibilities and support).

1.6 Provision of Authority. Describe how the SSC Safety and Health Program requirements are integrated into the Plan and identify consistency of the Plan with applicable NASA requirements and contractual direction as well as applicable Federal, state, and local regulations and how this will be maintained throughout the life of the contract.

1.7 Accountability. Describe strategy for ensuring that key personnel, supervisors, and employees will be held accountable for implementing their tasks in a safe and healthful manner. The use of traditional and/or innovative personnel management methods (including discipline, motivational techniques, or any other technique that ensures accountability) will be referenced as a minimum and described as appropriate.

1.8 Program Evaluation. The program evaluation may consist of either (1) participation in a Performance Evaluation Profile (PEP) survey at the request of the Government or (2) a written report documents the following: the contractor shall state responsibility and procedures to determine the significance,



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR) Continuation Sheet

Data Procurement Document
1. Number Issue

2. Title: Plan, Safety and Health	3. Operator: QA00	4. DR Number Page Date Rev. 6-SA01 3 of 6
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DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Standard DRD Title: Plan, Safety and Health	12. Standard DRD Number Rev. Page Date
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16. Preparation Information:
1.8 (cont)

intrinsic worth, and criticality of the contractor's hazardous operations in a manner that proper risk management techniques can be applied and notable safety risk documented.

1.9 Safety Program Documentation. Describe approach to augmenting and integrating safety and health documentation with the SSC Safety and Health program documentation in order to provide the Government with the necessary visibility and insight. This includes the identification, acquisition, and processing of safety and health data; development of procedures; record keeping; statistical analyses including metrics; and the furnishing of data and reports to the Government. The contractor will identify what records it will make to the Government. For the purpose of this plan, safety and health documentation includes but is not limited to logs, records, minutes, procedures, checklists, statistics, reports, analyses, notes, or other written or electronic document which contains in whole or in part any subject matter pertinent to safety, health, fire protection, emergency services, environmental protection, or emergency preparedness.

1.10 Government Access to Safety and Health Documentation. The contractor shall recognize in its plan that it will be expected to make all safety and health documentation (including relevant personnel records) available for inspection or audit at the Government's request.

1.11 Procurement. Identify procedures used to assure that procurements are reviewed for safety considerations, MSDS requirements, and that specifications contain appropriate safety criteria and instructions. Set forth authority and responsibility to assure that safety tasks are clearly stated in subcontracts.

1.12 Fire Protection Program. The contractor will describe how NASA fire protection requirements as well as NFPA requirements will be incorporated into the fire prevention program. Describe fire prevention awareness activities and methods to implement corrective action upon identification of potential fire hazards. The description shall also contain details of how alarm response time and personnel complement requirements will be met.

2.0 Workplace Analysis. Describe how hazards shall be systematically identified through a combination of surveys, analyses, and inspections of the workplaces, investigations of mishaps and close calls, and the collection and trend analysis of safety and health data such as: records of occupational injuries and illnesses; findings and observations from audits and inspections; reports of spills and inadvertent releases to the environment. Records of workplace hazards and inspection shall be indexed by area/workplace evaluated and shall be readily available to NASA QA00 for audit and evaluation purposes. All hazards identified, whether by engineering assessments, inspections, hazards analyses, or employee reports shall be mitigated or the residual hazards accepted by a formal system. All hazards and operations which are immediately dangerous to life or health shall be reported immediately to NASA QA00.

2.1 System Safety - The Plan shall address the contractor's method of conducting a system safety program. The program is the application of engineering and management principles, criteria, and techniques to optimize safety and reduce risks within the constraints of operational effectiveness, time, and cost throughout all phases of the system life cycle.



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Plan, Safety and Health

3. Operator:

QA00

4. DR Number Page Date Rev.

6-SA01 4 of 6

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Standard DRD Title:

Plan, Safety and Health

12. Standard DRD Number Rev. Page Date

16. Preparation Information:

2.2 Hazard Identification. Describe the procedures and techniques to be utilized to compile an inventory of hazards associated with the work to be performed on this contract. This inventory of hazards shall address the work specified in this contract as well as operations and work environments which are performed in the vicinity or in close proximity to contract operations. The results will be reported to the Government in a manner suitable for inclusion in facilities baseline documentation.

2.3 Inspections. Describe assignments, procedures, and frequency for regular inspection and evaluation of work areas for hazards and accountability for implementation of corrective measures. The contractor will describe administrative requirements and procedures for control of and regularly scheduled inspections for safety, health, hygiene and fire and explosion hazards.

2.4 Employee Reports of Hazards. Identify methods to encourage employee reports of hazardous conditions (e.g., close calls) and analyze/abate hazards. The contractor will describe steps it will take to create reprisal-free employee reporting with emphasis on management support for employees and describe methods to be used to incorporate employee insights into hazard abatement and motivation/awareness activities.

3.0 Accident and Record Analysis.

3.1 Mishap Investigation – Identify methods to assure the reporting and investigation of mishaps including corrective actions implemented to prevent recurrence: The contractor will discuss its procedures for immediate notification requirements for fires, hazardous materials releases, and other emergencies. The contractor will include appropriate details to address the use of NASA Form 1627, "Mishap Report." (or equivalent), including notification of NASA QA00.

3.2 Trend Analysis – Describe approach to performing trend analysis of data (occupational injuries and illnesses; facilities, systems, and equipment performance; maintenance findings; etc.) Discuss methods to identify and abate common causes indicated by trend analysis. Discuss how trend data will be used to educate the workforce on safety and health performance and provide motivation for injury reduction and workplace improvement. In support of site-wide trend analysis to be performed by the Government, the contractor will discuss methods of providing data as follows:

a. Accident/Incident Summary Report. The contractor shall prepare and deliver Accident/Incident Summary Reports. Report all new and open mishaps, including vehicle accidents, incidents, injuries, fires, and close calls along with current status. Negative reports are also required. Report frequency is monthly. The report is to be delivered to the SSC NASA Safety Office.

b. Log of Occupational Injuries and Illnesses. The Contractor shall deliver to the Government a copy of its annual summary of occupational injuries and illnesses (OSHA 200 or equivalent) as described in Title 29, Code of Federal Regulations, Subpart 1904.5. Data shall be compiled and reported by calendar year and provided to the Government within 45 days after the end of the year to be reported (e.g. not later than February 15 of the year following.)



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR) Continuation Sheet

Data Procurement Document
1. Number Issue

2. Title: Plan, Safety and Health	3. Operator: QA00	4. DR Number Page Date Rev. 6-SA01 5 of 6
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DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Standard DRD Title: Plan, Safety and Health	12. Standard DRD Number Rev. Page Date
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16. Preparation Information:

4.0 Hazard Prevention and Control. Identified hazards must be eliminated or controlled. It is required that hazards including discrepancies and corrective actions be collected in a information management system (Hazard Abatement Tracking System (HATS)) for risk management purposes. Describe your approach to implementing this requirement. Implementation of controls and corrective actions will be tracked and verification of completion available for NASA S&MA review.

5.0 Occupational Health. The contractor will describe surveillance programs to evaluate personnel health (medical) and workplace conditions to identify specific health issues and prevent degradation of personnel health as a result of occupational exposures. Describe how SSC medical dispensary facilities will be used to facilitate contractor and NASA occupational health programs. Describe the professional qualifications of medical personnel who will administer on-site occupation health activities and any off-site or corporate professionals retained to administer occupational health and workers compensation programs.

6.0 Emergency Response. Discuss approach to emergency preparedness and contingency planning which addresses fire, explosion, inclement weather, environmental releases, and how the SSC Emergency Preparedness Plan is incorporated. Discuss compliance with 29 CFR 1910.120 (HAZWOPER) and implementation of an Incident Command System. Discuss methods to be used for notification of emergencies. Discuss establishment of pre-planning strategies through procedures, training, drills, etc. Discuss methods to verify emergency readiness.

7.0 Safety and Health Training. Describe the Contractor's training program including identification of responsibility for training employees to assure understanding of safe work practices, hazard recognition, and appropriate responses including protective and/or emergency countermeasures. Discussion should also address approval, changes, and control of training materials. Discuss how personnel certification programs requiring medical/health review (such as respiratory protection, asbestos abatement) are processed. Certifications should include documentation that training requirements and physical conditions have been satisfied. All training materials and training records will be provided for NASA review on request.

16.4 FORMAT: The Plan shall be submitted on 8 ½" x 11" paper and on 3.5" disk (or latest electronic technology).

1. Cover page – to include as a minimum the signature of Contractor's program manager and designated safety official (if different); upon contract award, the Plan shall be submitted for approval by Chief, S&MA Office; and the NASA Contracting Officer. Other signatures may be required at the discretion of the Government.
2. Table of Contents. The organization of the contractor's Safety and Health Plan should parallel the content of this data requirement as detailed in content section.
3. Body of plan – as required. Contractor's format is acceptable but should be traceable to this data requirement.



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR) Continuation Sheet

Data Procurement Document
1. Number Issue

2. Title:

Plan, Safety and Health

3. Operator:

QA00

4. DR Number Page Date Rev.

6-SA01 6 of 6

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Standard DRD Title:

Plan, Safety and Health

12. Standard DRD Number Rev. Page Date

16. Preparation Information:

4. When preparing its Safety and Health Plan, the offeror/contractor is expected to review all content items and tailor its plan accordingly. The Plan will clearly identify those resources to be provided by the contractor and provided by the Government. This review and supporting rationale is to be made available to the Government as part of this plan. It can be documented as a checklist or outline, inserted directly in the body of the plan, or in any format developed by the contractor that clearly conveys the results of this review including the basis for any underlying assumptions.

16.5 MAINTENANCE: The plan shall be maintained in a current condition by page revision or complete reissue, as contractually determined, to reflect the latest program changes and hardware configuration.

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None.



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title: Report, Safety and Environmental Health Program Self-Assessment and Implementation	3. Operator: QA00	4. DR Number Page Date Rev. 6-SA02
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SUBMITTAL REQUIREMENTS

5. Type: 1	6. Frequency of Submission: AN
7. Distribution: QA00 (1 Copy) RA00 (1 Copy) DA00 (1 Copy)	
8. Initial Submission:	October 15, 2000
9. As of Date: COB Sept 30	

10. Remarks:

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title: Report, Safety and Health Program Self-Assessment & Implementation		12. Standard DRD Number Rev. Page Date
13. Use: Self evaluation of contractor's Safety and Environmental Health program performance.	14. Interrelationship: DR 6-SA01	15. Reference: NHB 1700.1 (V1-B) SPG 8715.1

16. Preparation Information:

16.1 SCOPE: This DR establishes the requirement to submit a report on the internal assessment of the contractor's safety and health program effectiveness during the previous reporting period and an implementation plan including corrective actions (with estimated complementation dates) to be completed in the future reporting period.

16.2 APPLICABLE DOCUMENTS: None

16.3 CONTENTS: Report areas of strength and weakness in contractor safety program performance and report status of goals or objectives previously established. The data shall include corrective actions recommended, a description of corrective action completed, date corrective action completed, and a schedule for any outstanding corrective actions. Closure documentation must accompany all closed corrective actions and be included in the report.

16.4 FORMAT: 8 1/2" x 11" paper and on 3.5" disk (or latest electronic technology).

16.5 MAINTENANCE: N/A

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None.



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title:

Report, System Safety Database

3. Operator:

QA00

4. DR Number Page Date Rev.

6-SA04 1 of 3

SUBMITTAL REQUIREMENTS

5. Type:
2

6. Frequency of Submission:
AN Report
QU updates to database

7. Distribution:
QA00 (1 Copy)

8. Initial Submission:
May 15, 2000

9. As of Date:
May 15

10. Remarks:

The Systems Safety database shall be updated quarterly on the SSC NASA S&MA Server. A hard copy report shall be submitted by the due date to the QA00 Safety Office. DRD will not be considered complete without a SSC Official File Number and copy ready to be filed in SSC Official Safety Files. Examples of system safety analyses includes Operations Hazard Analysis and Fault Tree Analysis.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

Report, System Safety Database

12. Standard DRD Number Rev. Page Date

13. Use:

To provide a status of planned and completed updates to system safety hazard analyses.

14. Interrelationship:

General facilities safety
and accident prevention
plan FARS - Equipment,
supplies, and facilities
acquisition

15. Reference:

NHB 1700.1 (V1-B)
SPG 8715.1
NPD 8700.1
NPD 8710.2B
NPG 8715.2 (Draft)

16. Preparation Information:

16.1 SCOPE: This document is to provide a database of various analyses to determine risk and hazards in the conceptual phase, life cycle, and disposal phase of facilities, equipment and systems whether existing or planned and to provide an organized approach to early identification and resolution of hazards to reduce the safety risk to the lowest possible level. The report shall contain system safety number(s), status of planned and completed analyses, anticipated or actual completion dates, and the date the system safety database was updated on the SSC S&MA Website.

16.2 APPLICABLE DOCUMENTS: None.



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Report, System Safety Database

3. Operator:

QA00

4. DR Number Page Date Rev.

6-SA04 2 of 3

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Standard DRD Title:

Report, System Safety Database

12. Standard DRD Number Rev. Page Date

16. Preparation Information:

16.3 CONTENTS: System Safety Reports shall contain the following:

a. System Description. This will consist of summary descriptions of the physical and functional characteristics of the system and its components. Reference to more detailed system and component descriptions, including specifications and detailed review documentation shall be supplied when such documentation is available. The capabilities, limitations and interdependence of these components shall be expressed in terms relevant to safety. The system and components shall be addressed in relation to its mission and its operational environment. System block diagrams or functional flow diagrams may be used to clarify system descriptions.

b. Data. This will consist of summaries of data used to determine the safety aspects of design features.

c. Hazard Analysis Results. This will consist of a summary or a total listing of the results of hazard analysis. Contents and formats may vary according to the individual requirements for hazard analysis results:

1. A summary of the results

2. A listing of identified hazards, in narrative or matrix format, to include the following information:

(a) System/Subsystem/Unit. Enter the particular part of the system that this analysis is concerned with: For example, if this item(s) applies to a radar system modulator, enter "modulator". If there are several modulators in the system, be sure to clearly specify which one the analysis pertains to.

(b) Component(s) Failure Mode(s). All component failure modes which can result in a hazard. Failure modes generally answer the question of "how" it fails.

(c) Subsystem Failure Mode(s). The subsystem failure mode descriptions for the SHA are similar to the component descriptions provided in the SSHA. However, emphasis is now placed on failures affecting interfacing subsystem operations.

(d) System Component/Phase. The particular phase/component that the analysis is concerned with. This could be a system, subsystem, component, operating/maintenance procedure or environmental condition.

(e) System Event(s) Phase. The configuration or phase of the mission the system is in when the hazard is encountered, for example, during maintenance, during flight, during preflight, full-power applied, etc., or it could be encountered in all system events.

(f) System Operation Description. A description of what is normally expected to occur as the result of operating the component/subsystem or performing the operating/maintenance action.

(g) Hazard Description

(1) A brief description of the hazard, for example, "Radiation leakage from radar set waveguide".

(2) A complete description of the potential/actual hazards inherent in the item being analyzed, or resulting from normal actions or equipment failure.



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Report, System Safety Database

3. Operator:

QA00

4. DR Number Page Date Rev.

6-SA04 3 of 3

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Standard DRD Title:

12. Standard DRD Number Rev. Page Date

16. Preparation Information:

16.3 CONTENTS: System Safety Reports shall contain the following:

(h) Hazard Identification/Indication. A description of operator/crew indications which include all means of identifying the hazard to operation/maintenance personnel.

(i) Effect on System. The detrimental effects which could be inflicted on the system or personnel, resulting from this hazard. Possible upstream and downstream effects shall also be described.

(j) Risk Assessment. A risk assessment for each hazard (classification of severity and probability of occurrence).

(k) Recommended Action. The recommended action required to eliminate or control the hazard. Sufficient technical detail is required in order to permit the design engineers and the customer to adequately develop and assess design criteria resulting from the analysis and to include alternative designs and life cycle cost impact appropriate.

(l) Effect of Recommended Action. The effect of the recommended action on the assigned risk assessment. If the recommended action will result in cost/schedule/performance penalties to the extent that the contractor requires government approval prior to incorporation, then these considerations will be addressed.

(m) Remarks. Any information relating to the hazard not covered in other blocks, for example, applicable documents, previous failure data on similar systems, or administrative directions.

(n) Status. The status of actions to implement the recommended, or other, hazard controls.

(o) Caution and Warning Notes. A complete list of warnings, cautions, and procedures required in operating and maintenance manuals and for training courses.

16.4 FORMAT: Report will be submitted on 8 1/2" x 11" paper and stored electronically in a database on the SSC S&MA server.

16.5 MAINTENANCE: The system Safety Database shall also be updated and available to the SSC community S&MA Web Page.

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD:



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:
Report, OSHA Annual

3. Operator:
QA00

4. DR Number Page Date Rev.
6-SA05

SUBMITTAL REQUIREMENTS

5. Type:
3

6. Frequency of Submission:
AN

7. Distribution:

3 Copies

8. Initial Submission:

April 1, 2000

9. As of Date:

COB April 1

10. Remarks:

As requested by NASA Headquarters through the NASA Safety Office. Submission of one (1) copy each to QA00 Safety Office, one (1) copy each to RA00 Environmental Officer, and one (1) copy to RA20. DRD will not be considered complete without the following: 1) SSC Official File Number and copy ready to be filed in SSC Official Safety and Mission Assurance.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:
Report, OSHA Annual

12. Standard DRD Number Rev. Page Date

13. Use:
To provide NASA Headquarters with the information needed to prepare the Annual Occupational Safety and Health Report.
Official File Number 1470.5

14. Interrelationship:

15. Reference:
NPD 1800.2
NPD 1810.2
NHB 2710.1

16. Preparation Information:

16.1 SCOPE: The scope of this Data Requirement is defined by NASA Headquarters each year in their request for center reports.


16.2 APPLICABLE DOCUMENT: None.

16.3 CONTENTS: This report summarizes Safety, Environmental Health and Occupational medicine activities accomplishments and goals pertinent to OSHA regulations and serves as a vehicle for offering comments and recommendations for consideration by OSHA.

16.4 FORMAT: The format/guidelines for reporting are provided by NASA Headquarters each year.

16.5 MAINTENANCE: N/A

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None

 National Aeronautics and Space Administration John C. Stennis Space Center		DATA REQUIREMENT (DR)		Data Procurement Document 1. Number Issue	
2. Title: Report, Critical System Breakdown		3. Operator: RA10		4. DR Number Page Date Rev. 5-GA24 1 of 1	
SUBMITTAL REQUIREMENTS					
5. Type: 3		6. Frequency of Submission: PD			
7. Distribution: 3 Copies 1 copy RA10 1 copy QA00					
9. As of Date:		8. Initial Submission: Within 8 working hours of each occurrence by an electronic means to RA10 Technical Manager.			
10. Remarks: Submit one copy of each report to RA10 and one copy to QA00. Submit one copy to VA00 only on test related failures of 13.8 k.V. systems.					
DATA REQUIREMENT DESCRIPTION (DRD)					
11. Standard DRD Title: Report, Critical System Breakdown				12. Standard DRD Number Rev. Page Date	
13. Use: To provide report failures to: a. Utility Systems b. Collateral Equipment with a value of \$500 or more c. Test Related Failures -		14. Interrelationship: Annex 5.3.3.8		15. Reference:	
16. Preparation Information: 16.1 SCOPE: This Data Requirement establishes the requirement for the submittal of Critical System Breakdown reports. 16.2 APPLICABLE DOCUMENT: Critical System/Equipment Breakdown Report 16.3 CONTENTS: a. Identification of failed part; on component. b. System in which used, and circuit(s) affected. c. Local time and date of incident. d. Brief description of incident, and duration of outage. e. Corrective action taken to restore system affected. f. Symptom of failure. g. Cause of failure. h. Impact on operations of affected facilities. 16.4 FORMAT: Reports shall be submitted on 8 ½" x 11" paper (Breakdown Report Form) 16.5 MAINTENANCE: N/A 16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None					



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title: Report, Maintenance History	3. Operator: RA10	4. DR Number Page Date Rev. 5-GA23 1 of 1
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SUBMITTAL REQUIREMENTS

5. Type: 3	6. Frequency of Submission: AN
7. Distribution: 1 Copy RA10	
9. As of Date: October 15	8. Initial Submission: October 15

10. Remarks:

The Contractor shall provide this report by October 15 each year for the previous fiscal year. The data in this report shall be updated monthly and be available for NASA review as requested.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title: Report, Maintenance History		12. Standard DRD Number Rev. Page Date	
13. Use: Forecasting Maintenance		14. Interrelationship: Annex 5.4 Line Item 5.4.7.11	15. Reference:

16. Preparation Information:

16.1 SCOPE: This Data Requirement establishes the requirement for development and submittal of maintenance history data.

16.2 APPLICABLE DOCUMENTS: None

15.3 CONTENTS: Tables 5.4-2 and 5.4-3 provide the format and give the minimum content required. The data shall contain information on all trouble calls and maintenance work orders.

16.4 FORMAT: The format is given in tables 5.4-2 and 5.4-3.

16.5 MAINTENANCE: None

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title:

Plan, Energy Management

3. Operator:

RA10

4. DR Number Page Date Rev.

5-GA22 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:

3

6. Frequency of Submission:

AN

7. Distribution:

4 Copies
RA10

8. Initial Submission:

Initial submission within 60 days of contract start date.

9. As of Date:

September 15

10. Remarks:

Plan requires CO concurrence.
Plan shall cover fiscal year period October 1 - September 30

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

Plan, Energy Management

12. Standard DRD Number Rev. Page Date

13. Use:

Manage energy use to meet goals and regulations

14. Interrelationship:

Annex 5.4 Item Number
5.4.10.1

15. Reference:

National Energy
Conservation Policy Act
Executive Orders
12759 & 12902
10 CFR 435 & 436

16. Preparation Information:

16.1 SCOPE: This Data Requirement establishes the requirement for development and submittal of an annual Energy Management Plan.

16.2 APPLICABLE DOCUMENTS: None

15.3 CONTENTS:

a. Detailed plans on how the Contractor will meet the goals established by the National Energy Conservation Policy Act (NECPA), as amended and Executive Orders 12759 & 12902.


b. Detailed instructions on how the Contractor will implement the "SSC Utilities Energy Consumption and Cost Allocation Procedures"


c. Description of how the Contractor will achieve energy management for all Statement of Work requirements.


16.4 FORMAT: 8 1/2" x 11" bond paper. Cover sheet shall provide title, date and fiscal year.


16.5 MAINTENANCE: None


16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None

 National Aeronautics and Space Administration John C. Stennis Space Center		DATA REQUIREMENT (DR)		Data Procurement Document 1. Number Issue	
2. Title: Report, Pesticide Usage		3. Operator: RA00		4. DR Number Page Date Rev. 5-GA21 1 of 1	
SUBMITTAL REQUIREMENTS					
5. Type: 2		6. Frequency of Submission: AN			
7. Distribution: RA00 1 Copy		8. Initial Submission: January 31, 2000			
9. As of Date: COB/Jan 31					
10. Remarks: One copy to be submitted to RA00 Environmental Officer. The DRD will not be considered complete without the following: 1) Cover letter of transmittal to the NASA Environmental Officer. 2) SSC Official File Number and copy ready to be filed in SSC Official Environmental Files.					
DATA REQUIREMENT DESCRIPTION (DRD)					
11. Standard DRD Title: Report, Pesticide Usage			12. Standard DRD Number Rev. Page Date		
13. Use: Provide the Government with a copy of the Material Safety Data Sheet (MSDS) of new pesticides to be utilized utilized at the facility at least fifteen days prior to its use at SSC. Provide the government with an annual report of all pesticides utilized during the previous year at SSC.		14. Interrelationship: Federal Insecticide, Fungicide and Rodenticide Act (FIFRA) Public Law (PL) 92-516		15. Reference: Mississippi's Pesticide Application Law of 1975 and Mississippi Code 1972, Sections 69-19-1 and 69-23-109. Rule 1, 2, 3 Annex 5.0 5.8.4.3	
16. Preparation Information: 16.1 SCOPE: This Data Requirement (DR) establishes the requirement for the annual submission of the Pesticide Usage Report. 16.2 APPLICABLE: None 16.3 CONTENTS: This report should include the name of the pesticide used, concentration applied, form of application, dilution rate used, active ingredients, EPA registration #, target pest, purpose of application, quantity of active ingredient per area, method of application, equipment, # of applications, # of sites or buildings, description of areas, month and year of application, State of application, areas to avoid, areas to be treated with caution, use of certified personnel for treatment, are other pesticides used in the same location or area, is the area monitored during and after treatment and is the treatment coordinated with state, local or federal agencies. 16.4 FORMAT: 8 ½" x 11" paper utilizing the attached Federal Working Group on Pest Management form. 16.5 MAINTENANCE: N/A 16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None					

 National Aeronautics and Space Administration John C. Stennis Space Center		DATA REQUIREMENT (DR)		Data Procurement Document 1. Number Issue	
2. Title:			3. Operator:		4. DR Number Page Date Rev.
Test Complex Reports			RA10		5-GA20
SUBMITTAL REQUIREMENTS					
5. Type: 3		6. Frequency of Submission: Monthly: Work Order Completion Report Monthly: Maintenance Backlog Report			
7. Distribution: RA10 Chief RA10 Test Complex Monitor Resources Office		Monthly: Summary Maintenance Cost Report Quarterly: Job Completion and Job Backlog Report			
9. As of Date:		8. Initial Submission: 10 days after the financial month close monthly reports) 3 months plus 10 days after start of fiscal year (quarterly reports)			
10. Remarks: Reports are to be presented in electronic format using EXCEL Spreadsheet or other format approved by RA10.					
DATA REQUIREMENT DESCRIPTION (DRD)					
11. Standard DRD Title:				12. Standard DRD Number Rev. Page Date	
13. Use: These reports will be used to evaluate the amount of work accomplished as compared to planned work. In addition the reports will be used as a check of job cost versus estimated costs.			14. Interrelationship:		15. Reference: Annex 5.6.1.8, (para. 2, & 3) NHB 8831.2A, Chapter 1 (specifically 1.1.1.1.3)
16. Preparation Information: 16.1 Data Input 16.1.a Format: Spreadsheet in Microsoft EXCEL 16.1.b Content: Data shall be split out by Program, and the eight maintenance categories as defined in the and NASA Facilities Maintenance Handbook (NHB 8831.2A referenced above. (NHB 8831.2A defines maintenance requirements as well as reporting requirements. The contractor should tailor data and reports to comply with this reference.					

 National Aeronautics and Space Administration John C. Stennis Space Center		DATA REQUIREMENT (DR)		Data Procurement Document 1. Number Issue	
2. Title:		3. Operator:		4. DR Number Page Date Rev.	
Master Maintenance Schedule Data Input		RA10		5-GA19 1 of 1	
SUBMITTAL REQUIREMENTS					
5. Type: 3		6. Frequency of Submission: Daily			
7. Distribution: Master Scheduling Office					
9. As of Date: N/A		8. Initial Submission: Prior to 7:00 a.m. each work day			
10. Remarks: Inputs are usually made in handwritten or database format at a 7:00 a.m. scheduling meeting. Inputs can be made on the previous day but changes may have to be made at the scheduling meeting due to testing schedule changes. Inputs are to include anticipated work for PM, CM, Maintenance Projects, Grounds Care, and other maintenance and construction activities. Weekly inputs with daily updates are preferred.					
DATA REQUIREMENT DESCRIPTION (DRD)					
11. Standard DRD Title:				12. Standard DRD Number Rev. Page Date	
13. Use:		14. Interrelationship:		15. Reference:	
This information will be used to determine what work is to be accomplished each day in the various test complexes and to level load work content. This information will also be used to assure effective access control such that testing will not be adversely affected by maintenance and construction work.				Annex 5.6.1.8, para. 1, Reporting	
16. Preparation Information: 16.1 Data Input 16.1.a Format: Contractor determined 16.1.b Content: All maintenance and construction activities scheduled for actual work in any test complex including subcontract work, COF and Vendor access. 16.1.c Revisions each day are acceptable for access restrictions, NASA directed reprioritization that affects labor availability, Program Office reprioritization and Operational reprioritization.					

 National Aeronautics and Space Administration John C. Stennis Space Center		DATA REQUIREMENT (DR) Continuation Sheet		Data Procurement Document	
				1. Number	Issue
2. Title:		3. Operator:		4. DR Number Page Date Rev.	
Energy Consumption and Cost Report		RA10		5-GA18 2 of 2	
DATA REQUIREMENT DESCRIPTION - CONTINUATION					
11. Standard DRD Title:				12. Standard DRD Number Rev. Page Date	
Energy Consumption and Cost Report					
16. Preparation Information:					
16.3 CONTENTS: (Cont'd)					
2. Final Monthly Energy Reports: (Due 3 days after National Gas Transportation invoice is certified)					
a. SSC Resident Agencies Consumption and Cost Sharing Report					
b. SSC Monthly Natural Gas Disbursement by NASA Program and Resident Agencies					
c. Natural Gas history Report by Buildings					
d. Consolidated Energy Consumption Report - Adjusted and Actual					
e. NASA ROS and PMS/ETB Facilities Energy Consumption and Cost Comparison Report					
3. SSC Contractor Energy Consumption/Cost Report					
a. When requested by NASA Legal					
Quarterly Reports: (Due 30 days after end of quarter)					
Cost sharing Recapitulation Reports					
a. Energy Consumption and Cost Report - Resident Agencies, NASA Programs, ROS, PMS/ETB Facilities and MSAAP					
b. Utilities and Transportation Consumption and Cost Report on NASA Form 1520 and 1521					
Annual Reports: (Due 30 days after end of quarter)					
1. Annual NASA Utilities Consumption Back to Base Year FY85					
2. Breakout and Graph of Actual Utilities/GSF					
3. Annual Comparison of Utilities for NASA/SSC					
4. Quarterly Comparisons					
5. Annual Printout of SSC Contractor Energy Consumption					
16.4 FORMAT: Itemized columnar entries on 8 1/2" x 11" paper. Note - use existing report formats.					
16.5 MAINTENANCE: N/A					
16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None					

 National Aeronautics and Space Administration John C. Stennis Space Center		DATA REQUIREMENT (DR)		Data Procurement Document 1. Number Issue	
2. Title:		3. Operator:		4. DR Number Page Date Rev.	
Energy Consumption and Cost Report		RA10		5-GA18 1 of 2	
SUBMITTAL REQUIREMENTS					
5. Type: 3		6. Frequency of Submission: Preliminary Electric - Due 3 days after certification of MPCO invoice.			
7. Distribution: Original and 2 copies					
9. As of Date:		8. Initial Submission:			
10. Remarks: Submit original and two copies of report to RA10 (Energy Resources Coordinator).					
DATA REQUIREMENT DESCRIPTION (DRD)					
11. Standard DRD Title:				12. Standard DRD Number Rev. Page Date	
Energy Consumption and Cost Report					
13. Use: Provide necessary information for management of energy resources, and for NASA Energy Coordinator to input data to HQ/JE ERMP		14. Interrelationship:		15. Reference: NASA Form 1520 NASA Form 1521 Para 5.4.10.2	
16. Preparation Information:					
16.1 SCOPE: This Data Requirement establishes the requirement for preparation of energy consumption and cost reports. These reports shall be prepared and submitted at frequencies described below in Paragraph 16.3, and include consumption and cost data on electricity, natural gas, diesel fuel, and propane/butane consumed by individual users. Sources of data to be utilized in these reports include energy meters and estimates of consumption based on assigned floor space.					
16.2 APPLICABLE DOCUMENTS: None					
16.3 CONTENTS:					
Monthly Reports:					
1. Preliminary Electric Billing Data: (Due 3 days after certification of MPCO invoice)					
a. NASA Program & Resident Agency Electric Energy Consumption/Cost Report					
b. Electric History Report by Buildings					
c. Consolidated Electric Energy Report					



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:

Integrated Pest Mgt Plan and Work Schedules

3. Operator:

RA10

4. DR Number Page Date Rev.

5-GA17 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:

7. Distribution:

1 copy of each
plan or schedule
to RA10

9. As of Date:

6. Frequency of Submission:

Submit the Integrated Pest Management Plan, once, at the beginning of the contract. The annual Inspection Schedule shall be submitted annually, by December 15 for the following year. The monthly treatment schedule shall be submitted the 25th of each month for work to be performed the following month, and for work performed the previous month.

8. Initial Submission:

15 Days prior to contract commencement submit the Integrated Pest Management Plan, annual inspection schedule (from contract commencement through December 31 of current year) and the first monthly treatment schedule.

10. Remarks:

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

12. Standard DRD Number Rev. Page Date

13. Use:

The Integrated Pest Management Plan, inspection schedule and monthly treatment schedule will be used to monitor contract performance.

14. Interrelationship:

15. Reference:

Annex 5.8
Para 5.8.4.2

16. Preparation Information:

16.1 Integrated Pest Management Plan

16.1.a Format: Contractor determined

16.1.b Content: The contractor shall provide an Integrated Pest Management Plan that discusses methods and procedures used in the performance of this contract. The plan shall address items 5.8.4.2 and 5.8.6 of the specification.

16.2 Annual Inspection and Monthly Treatment Schedules

16.2.a Format: Computerized schedules compatible with Microsoft Project

16.2.b Content: The annual inspection schedule shall itemize all inspections by month. The monthly treatment schedule shall provide a detailed schedule of known treatment work, and an updated list of the previous months work showing: scheduled work accomplished, scheduled work not accomplished, rescheduled work, and non-scheduled work accomplished.

16.3 Maintenance: Revisions are required within 30 days of receipt of applicable contract modifications. Revisions to the Grounds Maintenance Plan are required if methods and procedures are changed.



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Env & Econ Practices on Fed Landscape	RA10	5-GA16 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:	6. Frequency of Submission: Submit the Grounds Maintenance Plan once at the beginning of the contract. Each monthly work plan shall be submitted by the 25th of each month for work to be performed the following month.
7. Distribution: 1 copy of each plan to RA10	
9. As of Date:	8. Initial Submission: 15 days prior to contract commencement submit the Grounds Maintenance Plan, and the first monthly work plan.

10. Remarks:

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
13. Use: The Grounds Maintenance Plan, work plan and monthly work plans will be used to monitor contractor progress and quality of work.	14. Interrelationship: 15. Reference: Annex 5.8, 5.8.4.1 Exec Memo 4/26/94 "Enviro and Economically Beneficial Practices on Fed. Landscape

16. Preparation Information:

16.1 Maintenance Plan

16.1.a Format: Contractor determined.

16.1.b. Content: The contractor shall provide a Maintenance Plan that discusses methods and procedures used in the performance of this contract. The plan shall also address item 5.8 of the specification.

16.2 Work Plan and Updated Monthly Work Plan

16.2.a Format: Computerized schedule compatible with Microsoft Project

16.2.b Content: The work plan shall itemize all required work in item 5.8 by month. The monthly work plan shall provide an updated, detailed schedule of grounds maintenance work and an updated list of the previous months work showing: scheduled work accomplished, scheduled work not accomplished, rescheduled work, and non-scheduled work accomplished.

16.3 Maintenance: Revisions are required within 30 days of receipt of applicable contract modifications. Revisions to the Grounds Maintenance Plan are required if methods and procedures are changed.



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title:

Operations Plan for Test Complex

3. Operator:

RA10

4. DR Number Page Date Rev.

5-GA15 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:

3

6. Frequency of Submission:

AN

7. Distribution:

4 Copies
RA10

8. Initial Submission:

Initial Submission within 60 days of contract start date

9. As of Date:

September 15

10. Remarks:

Plan requires RA10 concurrence. Plan shall cover Fiscal Year Period, October 1-September 30.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

12. Standard DRD Number Rev. Page Date

13. Use:

Forecast operations for the following year

14. Interrelationship:

15. Reference:

Annex 5.6.1.6

16. Preparation Information:

16.1 SCOPE: This Data Requirement establishes the requirement for development and submittal of an annual Operational Plan.

16.2 APPLICABLE DOCUMENTS: None

16.3 CONTENTS: Subject report shall provide the following:

a. Detail instructions on how the contractor plans to perform all required Operations (to meet Annex 5.5 and Availability Requirements)

b. Detailed plans in regard to methods which will be used by technicians in order to complete maintenance and operations in a safe, timely and quality manner. Any instructions or procedures required for completion of work shall be included as part of the original plan.

c. Details addressing specific procedures, training, etc. which will be used to ensure that personnel requirements are continuously met. The plan shall address issues such as start-up/transition, attrition, contingency plans, etc.

16.4 FORMAT: 8 ½" x 11" Bond Paper. Cover sheet shall provide Title, Date and Fiscal Year of Plan. Documents and sections shall be indexed.

16.5 MAINTENANCE: None

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title: Report, Solid Waste Disposal	3. Operator: RA10	4. DR Number Page Date Rev. 5-GA13 1 of 1
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SUBMITTAL REQUIREMENTS

5. Type: 2	6. Frequency of Submission: MO
7. Distribution: RA10 (1 Copy) RA00 (1 Copy)	
9. As of Date: COB/Jan 31 thru Dec 21	8. Initial Submission: January 31, 2000

10. Remarks:
One copy to be submitted to RA10 Technical Operations Office and one copy to the RA00 Environmental Officer. The DRD will not be considered without the following: 1) Cover letter of transmittal to the NASA Environmental Officer. 2) SSC Official File Number and copy ready to be filed in SSC Official Environmental Files.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title: Report, Solid Waste Disposal		12. Standard DRD Number Rev. Page Date 5-GA13	
13. Use: Provide the Government with a monthly report of the quantities of waste handled at the SSC Class A Landfill. This report should also include the quantity of waste disposed of at the Rubbish site.		14. Interrelationship: Resource Conservation and Recovery Act (RCRA) Mississippi Non-Hazardous Solid Waste Management Plan	15. Reference: SPG 4130.2B Environmental Resource Document Annex 5.4.6.2.3

16. Preparation Information:

16.1 SCOPE: This Data Requirement (DR) establishes the requirement for the submission and monthly report of the solid waste placed in the Class A Landfill and the permitted Rubbish site.

16.2 APPLICABLE DOCUMENT: None

16.3 CONTENTS: This report will reflect the weekly activities at the Class A Landfill and the permitted Rubbish site. The report should state the quantity (in tons) of waste handled at the Specific Landfill Cell and the rubbish site. At the end of each week, a total quantity should be shown on the report and an average tonnage per week should be identified on the monthly report. Copies of the operator's signed log sheets and any other pertinent disposal paperwork must be submitted with the monthly report.

16.4 FORMAT: 8 1/2" x 11" paper or as otherwise specified by NASA.

16.5 MAINTENANCE: N/A

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title:

Report, Refuse Pickup Schedule

3. Operator:

RA10

4. DR Number Page Date Rev.

5-GA12 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:

2

6. Frequency of Submission:

MO

7. Distribution:

RA10 (1 Copy)
RA00 (1 Copy)

8. Initial Submission:

January 31, 2000

9. As of Date:

COB/Jan 31 thru
Dec 31

10. Remarks:

One copy to be submitted to RA10 Technical Operations Office and one copy to the RA00 Environmental Officer. The DRD will not be considered without the following: 1) Cover letter of transmittal to the NASA Environmental Officer. 2) SSC Official File Number and copy ready to be filed in SSC Official Environmental Files.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

Report, Refuse Pickup Schedule

12. Standard DRD Number Rev. Page Date

13. Use:

Provide the Government with a copy of the initial Refuse Schedule and submit a monthly update of the schedule. If there is not change from a prior month that should be noted in a cover letter to the Government.

Official File Number 8800.12.B

14. Interrelationship:

Resource Conservation
and Recovery Act
(RCRA)

Mississippi Non-
Hazardous Solid Waste
Management Plan

15. Reference:

SPG 4130.2B

Environmental Resource
Document

Annex 5.4.6.1.1

16. Preparation Information:

16.1 SCOPE: This Data Requirement (DR) establishes the requirement for the submission and monthly updates of the refuse pickup schedule.

16.2 APPLICABLE DOCUMENT: None

16.3 CONTENTS: This report should include the location of the pickups by building number and name, day of the scheduled pickup and the state the size of the refuse container.

16.4 FORMAT: 8 1/2" x 11" paper or as otherwise specified by NASA.

16.5 MAINTENANCE: N/A

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title: Marine Operations Plan	3. Operator: RA10	4. DR Number Page Date Rev. 5-GA11 1 of 1
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SUBMITTAL REQUIREMENTS

5. Type: 3	6. Frequency of Submission: AN
7. Distribution: 4 Copies RA10	
8. Initial Submission: Initial Submission within 60 days of contract start date	
9. As of Date: September 15	

10. Remarks:

Plan requires RA10 concurrence. Plan shall cover Fiscal Year Period, October 1-September 30.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date	
13. Use: Forecast operations for the following year	14. Interrelationship:	15. Reference: Annex 5.4.5.1

16. Preparation Information:

16.1 SCOPE: This Data Requirement establishes the requirement for development and submittal of a Marine Operational Plan.

16.2 APPLICABLE DOCUMENTS: None

16.3 CONTENTS: Subject report shall provide the following:

a. Detail instructions on how the contractor plans to perform all required Operations (to meet Annex 5.5 and Availability Requirements)

b. Detailed plans in regard to methods which will be used by technicians in order to complete maintenance and operations in a safe, timely and quality manner. Any instructions or procedures required for completion of work shall be included as part of the original plan.

c. Details addressing specific procedures, training, etc. which will be used to ensure that personnel requirements are continuously met. The plan shall address issues such as start-up/transition, attrition, contingency plans, etc.

16.4 FORMAT: 8 1/2" x 11" Bond Paper. Cover sheet shall provide Title, Date and Fiscal Year of Plan. Documents and sections shall be indexed.

16.5 MAINTENANCE: None

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title:

Plan, Utilities Operations

3. Operator:

RA10

4. DR Number Page Date Rev.

5-GA10 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:

3

6. Frequency of Submission:

AN

7. Distribution:

4 Copies
RA10

8. Initial Submission:

Initial Submission within 60 days of contract start date

9. As of Date:

September 15

10. Remarks:

Plan requires CO concurrence. Plan shall cover Fiscal Year Period, October 1-September 30.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

12. Standard DRD Number Rev. Page Date

13. Use:

Forecast operations for the following year

14. Interrelationship:

Annex 5.4 & 5.4.1.5

15. Reference:

16. Preparation Information:

16.1 SCOPE: This Data Requirement establishes the requirement for development and submittal of an annual Operational Plan.

16.2 APPLICABLE DOCUMENTS: None

16.3 CONTENTS: Subject report shall provide the following:

a. Detailed instructions on how the contractor plans to perform all required Operations (to meet Annex 5.5 and Availability Requirements)

b. Detailed plans in regard to methods which will be used by technicians in order to complete maintenance and operations in a safe, timely and quality manner. Any instructions or procedures required for completion of work shall be included as part of the original plan.

c. Details addressing specific procedures, training, etc. which will be used to ensure that personnel requirements are continuously met. The plan shall address issues such as start-up/transition, attrition, contingency plans, etc.

16.4 FORMAT: 8 ½" x 11" Bond Paper. Cover sheet shall provide Title, Date and Fiscal Year of Plan. Documents and sections shall be indexed.

16.5 MAINTENANCE: None

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title: Procedures, Standard Operating Procedures
and Operation Manuals

3. Operator:

RA10

4. DR Number Page Date Rev.

5-GA09 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:
3

6. Frequency of Submission:
RT

7. Distribution:
4 Copies
RA10

8. Initial Submission:
Submit for RA10 concurrence within 90 days of contract start date.

9. As of Date:
N/A

10. Remarks:

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

12. Standard DRD Number Rev. Page Date

13. Use:

Document Operating Procedures

14. Interrelationship:

15. Reference:

Annex 5.1 Def. (SOP)
Annex 5.4.1.3
5.4.3.1.3.1, 5.4.3.2.3.1
5.4.3.3.1.5, 5.4.3.3.3.1
5.4.3.4.3.1, 5.4.3.4.3.2
5.4.3.5.3.3, 5.4.4.2.3.1

16. Preparation Information:

16.1 SCOPE: This Data Requirement establishes the requirement for the development and submittal of Stand Operating Procedures (SOP) and Operation Manuals.

16.2 APPLICABLE DOCUMENT: None

16.3 CONTENTS: Submittals shall include:

a. Any instructions required to operate utility systems for activities which commonly occur, including detailed step-by-step instructions.

b. Any necessary instructions/manuals required to provide operator instructions for day-to-day and reoccurring operational utility activities.

16.4 FORMAT: 8 1/2" x 11" Bond Paper. Cover sheets shall provide Title, Date and Revision of each SOP or Operation Manual.

16.5 MAINTENANCE: Submit revisions to Operation Manuals within 30 days of operational modification.

Any new SOP shall be submitted a minimum of 3 work days prior to the execution of the procedure.

16.6 EXCEPTIONS/ADDITION TO THIS STANDARD DRD: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:

List Availability Documentation

3. Operator:

RA10

4. DR Number Page Date Rev.

5-GA08 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:

3

6. Frequency of Submission:

MO

7. Distribution:

3 Copies

1-DA00 C.O.

2-RA10

8. Initial Submission:

Submit on the 10th after full month from contract start

9. As of Date:

28, 30, 31/10

10. Remarks:

Annex 5.5 defines Availability Requirements

Table 5.5-4 lists the Availability Units for which availability must be reported.

Table 5.5-5 gives the allowable occurrences of unavailability.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

List, Availability Documentation

12. Standard DRD Number Rev. Page Date

13. Use:

To document loss for availability for utility system

14. Interrelationship:

15. Reference:

Annex 5.5

16. Preparation Information:

16.1 SCOPE: This Data Requirement establishes the requirement for the development and submittal of Availability Documentation related to Utilities Equipment & Systems defined in contract.

16.2 APPLICABLE DOCUMENT: None

16.3 CONTENTS: Submittals shall include: A listing of malfunction and unavailability occurrences for each Availability Unit given in Table 5.5-1. This will be a running total of Utility malfunction and unavailability per Availability Unit during the contractor year. It shall include pertinent data such as date and time Units are unavailable, individuals who were contacted, and details concerning the reason and duration of the unavailability. The listing shall highlight and distinguish units that have exceeded the allowable occurrences established in Table 5.5-3, and shall present a plan to reduce future Availability Losses for the systems/ equipment which have unacceptable Availability Losses.

16.4 FORMAT: 8 1/2" x 11" Bond Paper. Cover sheets provide Title and Date.

16.5 MAINTENANCE: None

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:

NASA Refrigerant Inventory

3. Operator:

RA10

4. DR Number Page Date Rev.

5-GA07 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:
3

6. Frequency of Submission:
AN

7. Distribution:
2 Copies
RA10
RA00

8. Initial Submission:
October 30 following award of contract.

9. As of Date:
10/30

10. Remarks:

Initial submittal shall include inventory taken at start of contract. Following initial submittal, annual submittals shall be due on October 10.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

NASA Refrigerant Inventory

12. Standard DRD Number Rev. Page Date

13. Use:

To provide a report on the inventory of NASA owned refrigerants. Will be used to audit compliance with requirements established for refrigerant use.

14. Interrelationship:

15. Reference:

Annex 5.4.4.2

16. Preparation Information:

16.1 SCOPE: This Data Requirement provides for reporting the inventory of NASA owned refrigerants.

16.2 APPLICABLE DOCUMENT: None

16.3 CONTENTS: Report shall include refrigerant quantities at start and end of Fiscal Year. Quantities shall be presented by refrigerant type, storage bottle number and storage location (bldg. and room no.).

16.4 FORMAT: 8 1/2" x 11" Paper.

16.5 MAINTENANCE: Keep records 36 months.

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: N/A



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title:

Report, HVAC Water Treatment

3. Operator:

RA10

4. DR Number Page Date Rev.

5-GA06 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:

3

6. Frequency of Submission:

QU

7. Distribution:

1 Copy

RA10

8. Initial Submission:

January 10, following award of contract.

9. As of Date:

10/15

10. Remarks:

Initial report shall cover October 1 through December 31. Subsequent reports shall be provided on the 10th of the month following each quarter.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

Report, HVAC Water Treatment

12. Standard DRD Number Rev. Page Date

13. Use:

To provide summary of water treatment of HVAC systems.

14. Interrelationship:

15. Reference:

Annex 5.4.4.2

16. Preparation Information:

16.1 SCOPE: This Data Requirement provides complete reporting on HVAC Water Treatment.

16.2 APPLICABLE DOCUMENT: None

16.3 CONTENTS: Report chemical concentrations and sampling results from all condenser water, chilled water and heating water systems. Shall include chemical concentrations of corrosion inhibitors, biocides, algaecides, etc. Shall include monthly average corrosion rates for all condenser water systems. Shall also include all recommendations and conclusions for discrepancies.

16.4 FORMAT: 8 1/2" x 11" Paper.

16.5 MAINTENANCE: Keep records 12 months.

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: N/A



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue
Rev 2

2. Title: Report, Fuel Utilization	3. Operator: RA20	4. DR Number Page Date Rev. 5-GA04 1 of 1
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SUBMITTAL REQUIREMENTS

5. Type: 3	6. Frequency of Submission: MO
7. Distribution: 2 Copies RA10 RA20	
8. Initial Submission: September 5, 1999	
9. As of Date: 28, 30, 31/5	

10. Remarks:

This report must be submitted NLT the fifth work day of the month for the preceding month. Deliver original and copy to RA20 Transportation Officer.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title: Report, Fuel Utilization		12. Standard DRD Number Rev. Page Date N/A
13. Use: To provide basic usage data of all fuels for NASA/SSC	14. Interrelationship: Annual Forecast of Fuels	15. Reference: Annex 5.4.3.4

16. Preparation Information:

- 16.1 SCOPE: This Data Requirement establishes the requirement for the preparation of a fuel utilization report on a monthly basis.
- 16.2 APPLICABLE DOCUMENT: None
- 16.3 CONTENTS: Subject report shall begin with the opening inventory as of the first day of the month for each product - gasoline, diesel fuel, and propane. (Other fuels may be added) The report shall show the closing for each product. The report shall break out transactions by individual vehicle identification, by vehicle class, by customer, by building delivery location as applicable to the method of fuel consumption.
- 16.4 FORMAT: 8 1/2" x 11" paper.
- 16.5 MAINTENANCE: N/A
- 16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue
Rev 2

2. Title:

Report, Fuel Receipt (Monthly)

3. Operator:

RA20

4. DR Number Page Date Rev.

5-GA03 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:

3

6. Frequency of Submission:

MO

7. Distribution:

1 Copy
RA20

8. Initial Submission:

September 5, 1999

9. As of Date:

28, 30 31/5

10. Remarks:

Report shall cover the first through the last day of the month. Deliver one copy to RA20 Transportation Officer, by the fifth work day of the following month.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

Report, Fuel Receipt (Monthly)

12. Standard DRD Number Rev. Page Date

13. Use:

To provide a complete summary of all fuels received each month.

14. Interrelationship:

Receiving reports and
monthly vendor billings
(DD 250's where
applicable) Annual
Forecast

15. Reference:

Annex 5.4.3.4

16. Preparation Information:

16.1 SCOPE: This Data Requirement establishes the product - gasoline, diesel, fuel, propane, or other fuels - actually received.

16.2 APPLICABLE DOCUMENTS: None

16.3 CONTENTS: Report will reflect the product shipper's numbers, date received, exact quantity, SSC Order No., vendor delivery vehicle number and other appropriate remarks.

16.4 FORMAT:

16.5 MAINTENANCE: None

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue
Rev 2

2. Title: Report, Energy Management Control System
(EMCS) Status

3. Operator:

RA10

4. DR Number Page Date Rev.

5-GA02 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:
3

6. Frequency of Submission:
MO

7. Distribution:

2 Copies
RA10
RA30

8. Initial Submission:
September 10, 1999

9. As of Date:

28, 30, 31/10

10. Remarks:

Contractor to submit monthly report showing number of pertinent alarms and system failures in the utilities, Facilities and equipment.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

Report, EMCS Status

12. Standard DRD Number Rev. Page Date

13. Use:

To provide NASA with utility, facility and equipment status

14. Interrelationship:

15. Reference:

Annex 5.4.3.4

16. Preparation Information:

16.1 SCOPE: This Data Requirement provides information on the status of the Energy Management Control System and of SSC Utilities, Facilities and Equipment.

16.2 APPLICABLE DOCUMENT: None

16.3 CONTENTS: The report shall show the following:

- A. Type and number of significant central station hardware failures
- B. Number of significant alarms recognized by the EMCS, how many were nuisance, how many were corrected by the EMCS operator, and how many necessitated the dispatch of a technician.
- C. Number of EMCS instrumentation and HVAC trouble calls to the EMCS, how many were corrected by the EMCS operator, and how many necessitated the dispatch of a technician.
- D. EMCS Host generated Failed Points Listing.
- E. Listing of all open Work Orders (for EMCS repairs) and all work orders closed out during the reporting period. Data shall include building location, priority, status, date received and work description.
- F. Listing of all significant activities involving chillers and boilers. Shall include recurring equipment resets (more than 2 resets within 7 days, or more than 4 resets within 30 days), failed equipment, equipment repairs, scheduled outages, or other significant equipment concerns.

16.4 FORMAT: 8 x 10 sheets

16.5 MAINTENANCE: N/A



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue
Rev 2

2. Title:

Report, Fuel Forecast (Annual)

3. Operator:

RA20

4. DR Number Page Date Rev.

5-GA01 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:

2

6. Frequency of Submission:

Annual

7. Distribution:

3 Copies
RA20

8. Initial Submission:

*

9. As of Date:

*

10. Remarks:

*Report will be submitted by COB 8/30 for the ordering period of April 1 through the following March 31 and Duplicated as of February 28. Deliver three copies to RA20 Transportation Officer.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

Report, Fuel Forecast (Annual)

12. Standard DRD Number Rev. Page Date

13. Use:

To provide necessary inputs enabling coordination with the Defense Fuel Supply Center

14. Interrelationship:

Monthly Utilization and Receipt Report

15. Reference:

Annex 5.4.3.4

16. Preparation Information:

16.1 SCOPE: This Data Requirement establishes the requirement for the preparation of an annual forecast of fuel for SSC consumption.

16.2 APPLICABLE DOCUMENTS: NASA Form 558

16.3 CONTENTS: This forecast report shall reflect anticipated consumption of fuels for a one-year period. The report shall be in monthly increments. Reporting periods shall be from April 1 through March 31 of the following year, with an updated forecast submitted in February picking up the next 12-month period.

16.4 FORMAT: NASA Form 558

16.5 MAINTENANCE: None

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title: Document Readings on Meters	3. Operator: RA10	4. DR Number Page Date Rev. 5-FA07 1 of 1
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SUBMITTAL REQUIREMENTS

5. Type: 3	6. Frequency of Submission: MO
7. Distribution: 1 Copy RA10	
9. As of Date: Readings taken last workday of each month/ document due 10 th of each month	
8. Initial Submission:	

10. Remarks:

All readings must be taken and data recorded on the last workday of each month. Report is due on the 10th of each month.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date	
13. Use: Document electrical loads on meters. (Read Meters)	14. Interrelationship: Annex 5.4 Line Item 5.4.3.1.2.2	15. Reference:

16. Preparation Information:
16.1 SCOPE: This Data Requirement establishes the requirement for documenting electrical loads on meters.
16.2 APPLICABLE DOCUMENTS: None
16.3 CONTENTS: Subject report shall provide the following:
a. Building Number
b. Meter Number
c. KWH Reading
d. KVA Demand Reading (if available)

16.4 FORMAT: 8 ½" x 11" Bond Paper. Cover sheet shall provide Title, Date and Fiscal Year of Plan. Documents and sections shall be indexed.
16.5 MAINTENANCE: None
16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title: BMAR Database and Annual Work Plan

3. Operator:

4. DR Number Page Date Rev.

Institution

RA10

5-FA06

SUBMITTAL REQUIREMENTS

5. Type:

6. Frequency of Submission:

Annually prior to March 1 of each year

7. Distribution:

RA10

5 Copies

8. Initial Submission:

Prior to March 1, 2000

9. As of Date:

10. Remarks:

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

BMAR Database and Annual Work Plan - Institution

12. Standard DRD Number Rev. Page Date

13. Use:

Provides data to NASA on the existing condition of facilities, structures, utilities and associated equipment. Provides backlog of maintenance and repair costs required by Headquarters. The Annual Work Plan and BMAR database allows NASA to project budget needs and establish the coming years maint priorities and compile a five year maintenance plan for the Resident Agencies.

14. Interrelationship:

15. Reference:

5.7.5.2

16. Preparation Information:

BMAR database shall be in an electronic spreadsheet format consistent with SSC site standards. The submittal shall contain all the fields shown in Exhibit 7.

The annual plan shall be in the same format as the BMAR database. The annual plan shall be in rank order - the first project having the highest priority, etc.



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title: Plan, Utility Process	3. Operator: RA10	4. DR Number Page Date Rev. 5-FA05 1 of 1
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SUBMITTAL REQUIREMENTS

5. Type: 3	6. Frequency of Submission: PE 8. Initial Submission: Submit for RA10 concurrence within 5 working days prior to performance of process.
7. Distribution: 4 Copies RA10	
9. As of Date: N/A	

10. Remarks:

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
13. Use: Document Utility Processes	14. Interrelationship: 15. Reference: Annex 5.4.1.3

16. Preparation Information:

- 16.1 SCOPE: This Data Requirement establishes the requirement for the development and submittal of Utility Process Plans (UPP) for one-time operations on utilities.
- 16.2 APPLICABLE DOCUMENT: None
- 16.3 CONTENTS: Subject submittals shall provide step-by-step instructions that establish responsibility and control system configuration changes. Instruction shall include procedures which minimize risk and provide for contingency and point of contact as applicable to the procedure being performed.
- 16.4 FORMAT: 8 1/2" x 11" Bond Paper. Cover sheets shall provide Title and Date.
- 16.5 MAINTENANCE: None
- 16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title:

Plan, Preventive Maintenance

3. Operator:

RA10

4. DR Number Page Date Rev.

5-FA04 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:

3

6. Frequency of Submission:

AN

7. Distribution:

4 Copies
RA10

8. Initial Submission:

Initial Submission within 90 days of contract start date

9. As of Date:

September 15

10. Remarks:

Plan requires CO concurrence. Plan shall cover Fiscal Year Period, October 1-September 30.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

12. Standard DRD Number Rev. Page Date

13. Use:

Forecast operations for the following year

14. Interrelationship:

15. Reference:

Annex 5.2.2.1.1

16. Preparation Information:

16.1 SCOPE: This Data Requirement establishes the requirement for development and submittal of an annual Maintenance Plan.

16.2 APPLICABLE DOCUMENTS: None

16.3 CONTENTS: Subject report shall provide the following:

a. Detail instructions on how the contractor plans to perform all required PM tasks (to meet both MTS and Availability Requirements)

b. Detailed plans in regard to methods which will be used by technicians in order to complete maintenance and operations in a safe, timely and quality manner. Any maintenance instructions or procedures required for completion of work shall be included as part of the original plan. Note: Simple Tasks may not require additional instructions/procedures.

16.4 FORMAT: 8 1/2" x 11" Bond Paper. Cover sheet shall provide Title, Date and Fiscal Year of Plan. Documents and sections shall be indexed.

16.5 MAINTENANCE: None

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title:

Facility Inspection Plan and Schedule

3. Operator:

RA00

4. DR Number Page Date Rev.

5-FA03 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:

6. Frequency of Submission:

Facility Inspection Plan - annually

Schedule - annually and 5 days prior to a change in the schedule

7. Distribution:

RA00

2 copies of the
Inspection Plan

1 copy of each
schedule

8. Initial Submission:

9. As of Date:

Within 60 days of contract award

10. Remarks:

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

Facility Inspection Plan and Schedule

12. Standard DRD Number Rev. Page Date

13. Use:

The Inspection Plan provides assurance that
inspections are comprehensive and standardized.

The schedule provides assurance that all structures,
facilities, utilities and associated hardware, attachments,
and equipment will be inspected and in a timely manner.

14. Interrelationship:

none

15. Reference:

5.7.3
5.7.3.1
5.7.4

16. Preparation Information:

The plan shall be the contractors format. It shall contain specific inspection criteria, in the form of checklists, for all structures, facilities, utilities and associated hardware, attachments and equipment. Each inspection checklist shall have a unique number. (e.g., the inspection checklist for built-up roofs, roads, interior finishes, etc. shall each have a unique number)

The schedule shall be the contractors format and include at a minimum the following information:
Facility ID (per real property records), common nomenclature, location, inspection checklist number, inspection date.



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title:

List, Preventive Maintenance Document

3. Operator:

RA10

4. DR Number Page Date Rev.

5-FA02 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:

3

6. Frequency of Submission:

MO

7. Distribution:

3 Copies

1-DA00 C.O.

2-RA10

8. Initial Submission:

Submit on the 10th after full month from contract start

9. As of Date:

28, 30, 31/10

10. Remarks:

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

12. Standard DRD Number Rev. Page Date

13. Use:

To document Preventive Maintenance

14. Interrelationship:

15. Reference:

Annex 5.2
Paragraph 5.2.2.5

16. Preparation Information:

16.1 SCOPE: This Data Requirement establishes the requirement for the development and submittal of PM documentation related to Utilities equipment & systems defined in contract.

16.2 APPLICABLE DOCUMENT: None

16.3 CONTENTS: Submittals shall include: 1. A listing of Maintenance Task Sheets (MTS) performed and the date accomplished. The list shall be sorted by the line items listed in Annex 5.2 under line item 5.2.2.2 "Accomplish Utility PM" in contract.

2. A listing of MTS deferred, sorted as in 1, above, including the scheduled date, rescheduled date, and cause for nonperformance. MTS that cannot be accomplished within the initial or subsequent scheduled windows shall be coded in accordance with Table 5.2-1.

3. A listing of MTS that will not be accomplished. Sort as in 1. Above. Code in accordance with Table 5.2-1. Code "CC" requires that corrective measures to prevent reoccurrence, be given.

16.4 FORMAT: 8 1/2" x 11" Bond Paper. Cover sheet shall provide Title and Date.

16.5 MAINTENANCE: None

16.6 EXCEPTION/ADDITION TO THIS STANDARD DRD: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title: BMAR database, Annual Work Plan and Five Year Plan - Test Complex	3. Operator: RA10	4. DR Number Page Date Rev. 5-FA01 1 of 1
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SUBMITTAL REQUIREMENTS

5. Type:	6. Frequency of Submission: Annually prior to March 1 of each year
7. Distribution: RA10 1 Copy	
8. Initial Submission: Prior to March 1, 2000	
9. As of Date:	

10. Remarks:

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title: BMAR database, Annual Work Plan and Five Year Plan - Test Complex		12. Standard DRD Number Rev. Page Date
13. Use: Provides data to NASA on the existing condition of Test Complex facilities, structures, utilities and associated equipment. Provides backlog of maintenance and repair costs required by Headquarters. Annual and five year plans allow NASA to project budget needs and establish the coming years main priorities.	14. Interrelationship:	15. Reference: 5.7.5.1

16. Preparation Information:

BMAR database shall be in an electronic spreadsheet format consistent with SSC site standards. The submittal shall contain all the fields shown in Exhibit 7.

The annual and five year plans shall be in the same format as the BMAR database. The annual plan shall be in rank order - the first project having the highest priority, etc. The five year plan is the BMAR database sorted by fiscal year required and in rank order.



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Grounds, Maintenance History Report

3. Operator:

RA10

4. DR Number Page Date Rev.

5-DM01

2 of 2

DATA REQUIREMENT DESCRIPTION -- CONTINUATION

11. Standard DRD Title:

Grounds, Maintenance History Report

12. Standard DRD Number Rev. Page Date

16. Preparation Information:

16.3 CONTENTS:

- h. Spares identification and control.
- i. Specification control.
- j. Technical documentation control

16.4 FORMAT: The plan shall be prepared in book form on 8 1/2" x 11" paper with appropriate cover and binding.

16.5 MAINTENANCE: Plan shall be reviewed quarterly and RA00 advised as to requirement for updating.

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title: Grounds Maintenance History Report	3. Operator: RA10	4. DR Number Page Date Rev. 5-DM01 1 of 2
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SUBMITTAL REQUIREMENTS

5. Type:	6. Frequency of Submission:
7. Distribution: 1 copy of History Report to RA10	Submit the Grounds Maintenance History report annually, by January 31, for the previous year.
9. As of Date:	8. Initial Submission: Submit Grounds Maintenance Report to RA10 by January 31 for the period from contract commencement through December 31.

10. Remarks:

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
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13. Use: Quantify work content for future contracts.	14. Interrelationship:	15. Reference: Annex 5.8.4.4
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16. Preparation Information:

16.1 SCOPE: Maintenance History

16.1.a FORMAT: Computerized report compatible with existing CMMS system.

16.1.b CONTENT: Description, location, date and quantity (SF, LF, EA, etc-as appropriate) for the following: Emergency clean-up (5.8.5.3.2), Special Events (5.8.5.3.4), Landscaped areas (5.8.5.4.7), erosion control (5.8.5.4.6), grass planting and sodding (5.8.5.4.9), pest infestation treatments (5.8.6.2.2.2), carcass disposal (5.8.7.5).

16.2 APPLICABLE DOCUMENT:



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title:

Cleaning Schedules

3. Operator:

RA20

4. DR Number Page Date Rev.

4-SC02

SUBMITTAL REQUIREMENTS

5. Type:

6. Frequency of Submission:

One Time

7. Distribution:

RA20 (1)

8. Initial Submission:

9. As of Date:

End of Month

48 Hours prior to the contract start date

10. Remarks:

One copy to COTR Code RA20

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

12. Standard DRD Number Rev. Page Date

13. Use:

Historical data and inspection planning

14. Interrelationship:

15. Reference:

Annex 4.0
Para 4.4.5.11

16. Preparation Information:

Provide a schedule that identifies cleaning services to be performed, including performance requirements number. Identify where (building number), when (date), and the time of day service is to be performed. Changes to the schedule shall be provided within 24 hours.



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title: NASA SSC Mail Management Guide &
Mailroom Delivery Schedule

3. Operator:
RA20

4. DR Number Page Date Rev.
4-SC01

SUBMITTAL REQUIREMENTS

5. Type:
4

6. Frequency of Submission:
RT
AR

7. Distribution:

RA20 (1)

8. Initial Submission:

9. As of Date:

End of Month

15th day of month following the start of the contract

10. Remarks:

Contractor shall maintain an updated guide at all times for review by Government and for reference information. Schedule should accommodate customer and mission requirements to the extent possible. Minimum customer pickup and delivery shall be once daily. Contractor should follow the Mail Mgmt Guide and adjust accordingly. Information should be available in an electronic format compatible with Microsoft products.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

NASA SSC Mail Management Guide & Mailroom Delivery Schedule

12. Standard DRD Number Rev. Page Date

SC01

13. Use:

To provide NASA and resident agencies/
organizations with a current mail management Guide and
pickup and delivery schedule

14. Interrelationship:

Mail Management Guide

15. Reference:

Annex 4.3

16. Preparation Information:

16.1 SCOPE: This data requirement establishes the operating procedures and schedules of the SSC mail services operation. It updates the Mail Management Guide (MMG). This requirement shall include current operating procedures; identity of customers by agency/company, organization code; building number, room number, number of scheduled daily pickups and deliveries; specific times for location pickups and deliveries.

16.2 APPLICABLE DOCUMENTS: Mail Management Guide

16.3 CONTENTS: See 16.1 Scope.

16.4 FORMAT: 8 ½" x 11" hard copy and electronic copy in Microsoft "Word"

16.5 MAINTENANCE: Update as required.

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:

Report, Quarterly Report of Fire Activities at MSAAP

3. Operator:

RA20

4. DR Number Page Date Rev.

4-SA04

SUBMITTAL REQUIREMENTS

5. Type:

3

6. Frequency of Submission:

Reporte to be submitted within five business days following the end of FY quarter.

7. Distribution:

2 Copies

8. Initial Submission:

N/A

9. As of Date:

10. Remarks:

One copy of the Quarterly Report will be submitted to Mississippi Army Ammunition Plant Commander, with copy to RA20.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

Quarterly Report of Fire Activities

12. Standard DRD Number Rev. Page Date

SA12

1 of 1

13. Use:

To provide NASA with information regarding fire activities at the Mississippi Army Ammunition Plant.

14. Interrelationship:

15. Reference:

Space Act Agreement
April 18, 1997

16. Preparation Information:

16.1 SCOPE: This Data Requirement establishes the requirement to report all Fire Department activities performed at the Mississippi Army Ammunition Plant (MSAAP).

16.2 APPLICABLE DOCUMENTS: Fire Protection Support Agreement dated February 8, 1985.

16.3 CONTENTS: As a minimum the report will summarize activities by category and reflect location and date of the activity. Categories will include Inspections, Fire Responses, Test and Maintenance, Training, Other Activities, and Comments/Recommendations.

16.4 FORMAT: 8 1/2 x 11 bond paper.

16.5 MAINTENANCE: To be maintained through the life of the contract.

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD:None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title: Equipment Testing and Maintenance Schedule and Records	3. Operator: RA20	4. DR Number Page Date Rev. 4-SA03
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SUBMITTAL REQUIREMENTS

5. Type: 4	6. Frequency of Submission: AR
7. Distribution: N/A	8. Initial Submission:
9. As of Date:	

10. Remarks:

Maintain up to date records and make available for inspection upon request by RA20.
Provide RA20 with a schedule of all equipment to be tested. Updates and notifications should be made within 24 hours of a change in schedule.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title: Equipment Testing and Maintenance Schedule and Records	12. Standard DRD Number Rev. Page Date	
13. Use: To provide for records of equipment testing, inspections, and maintenance	14. Interrelationship: 4.5.5.1 thru 4.5.5.5, 4.5.7 and 4.5.8	15. Reference: NFPA Standard 1002, 191, 1961, 1931, 1201, 1971, 13, 1231, 10, 12, 1 1, NSS 1740.11

16. Preparation Information:

16.1 SCOPE: This Data Requirement establishes the requirement for preparation of records which are essential essential to the conduct of the SSC Fire Prevention Program.

16.2 APPLICABLE DOCUMENTS: None

16.3 CONTENTS: All maintenance and testing records should include name of equipment, location, date and test results. Each schedule should identify the equipment or system to be tested, the location, date, and time of each test.

16.4 FORMAT: 8 1/2 x 11 bond paper.

16.5 MAINTENANCE: N/A

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD:None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title:

Report, Inspection/Testing Discrepancy

3. Operator:

RA20

4. DR Number Page Date Rev.

4-SA02

SUBMITTAL REQUIREMENTS

5. Type:

3

6. Frequency of Submission:

4.5.5.3 Report within 24 hours.

7. Distribution:

1

8. Initial Submission:

9. As of Date:

10. Remarks:

Provide RA20 with a report of all discrepancies that are repeat findings.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

Report, Inspection/Testing Discrepancy

12. Standard DRD Number Rev. Page Date

13. Use:

To be used in monitoring the removal of fire hazards.

14. Interrelationship:

4.5.5.1 thru 4.5.5.7
and 4.5.7.1 thru 4.5.7.3
4.5.6.3

15. Reference:

NFPA Standard 1, 1231,
13, 10, 12, 1002, 91
1961, 1931
NSS 1740.11

16. Preparation Information:

16.1 SCOPE: This Data Requirement establishes the requirement for preparation of records which are essential to the conduct of the SSC Fire Prevention Program.

16.2 APPLICABLE DOCUMENTS: None

16.3 CONTENTS: Each discrepancy that is a repeat finding shall be identified. Include item inspected/tested, location, date, responsible individual or office, and recommended correction.

16.4 FORMAT: 8 1/2 x 11 bond paper.

16.5 MAINTENANCE: N/A

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD:None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title: Response, Emergency	3. Operator: RA20	4. DR Number Page Date Rev. 4-SA01
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SUBMITTAL REQUIREMENTS

5. Type: 3	6. Frequency of Submission: Within 48 hours of each incidence
7. Distribution: 3	
9. As of Date: N/A	8. Initial Submission: N/A

10. Remarks:
Provide RA20 and QA00 with a report of all fire alarms, ambulance runs in a response and RA00 Environmental Officer a report of all Haz-Mat incidents.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title: Response, Emergency	12. Standard DRD Number Rev. Page Date	
13. Use: To be used in monitoring fire response activity data associated with fire alarm incidences and historical.	14. Interrelationship: 4.5.6.1 4.5.6.2 4.5.6.3	15. Reference: NFPA Standard 1202, 1024, 472 150 NSS 1740.11

16. Preparation Information:

16.1 SCOPE: This Data Requirement establishes the requirement for preparation of records which are essential to the conduct of the SSC Fire Prevention Program.

16.2 APPLICABLE DOCUMENTS: None

16.3 CONTENTS: Each alarm should be documented and the cause should be investigated. A minimum of the following information will be included: report number, date, type of incident, location, how alarm received, person reporting, time of alarm, time of response, time returned to station, office in charge, apparatus responding, equipment used, description of incident, findings documented.

16.4 FORMAT: 8 1/2 x 11 bond paper.

16.5 MAINTENANCE: N/A

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None



2. Title:

Report, Training Schedule and Personnel Qualification

3. Operator:

RA20

4. DR Number Page Date Rev.

4-MT01

SUBMITTAL REQUIREMENTS

5. Type:

3

6. Frequency of Submission:

Once

7. Distribution:

1

8. Initial Submission:

9. As of Date:

Within 30 days after contract start date

10. Remarks:

Provide RA20 with a schedule of all training, personnel and sitewide, to be conducted. Personnel qualifications, personnel assignments, and training schedules provided as changes occur.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

Report, Training Schedule and Personnel Qualification

12. Standard DRD Number Rev. Page Date

13. Use:

To be used in monitoring and historical data.

14. Interrelationship:

15. Reference:

16. Preparation Information:

16.1 SCOPE: The Data Requirement establishes the requirement for preparation of records which are essential to the conduct of the SSC Fire Prevention Program.

16.2 APPLICABLE DOCUMENTS: None

16.3 CONTENTS: Schedules shall identify training, target audience, date, time, location, instructions.

Personnel qualification report shall include names, and certification that personnel are qualified in accordance with references standards. Include an organizational chart of the fire department showing assigned personnel.

16.4 FORMAT: Letter form, 8 1/2 x 11 bond paper

16.5 MAINTENANCE: N/A

16.6 EXCEPTIONS/ADDITIONS TO THIS DRD: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title: Report, Multimedia Production and Cost Data	3. Operator: RA20	4. DR Number Page Date Rev. 4-MA11
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SUBMITTAL REQUIREMENTS

5. Type: 5	6. Frequency of Submission: AN AR October 15 th
7. Distribution: 1 (RA20)	
9. As of Date: COB of each month	8. Initial Submission: End of first quarter following start of the contract.

10. Remarks: Data shall be collected on monthly basis
--

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title: Report, Multimedia Production and Cost Data		12. Standard DRD Number Rev. Page Date 4-MA11	
13. Use: Statistical data required for the management of the contract and unit and loaded cost projections. Data will be provided to resident agencies upon request.		14. Interrelationship:	15. Reference: Annex 4.6

16. Preparation Information: 16.1 SCOPE: This DR establishes contract production and cost information for government contract management. 16.2 APPLICABLE DOCUMENTS: None 16.3 CONTENTS: Number of work orders by Job category Type (I-V), crew, benefitor, cost, base and demand, customer agency, production code. Type I = .0-1.0 hours; Type II = 1.0-2.0 hours; Type III = 2.1-6.0 hours; Type IV = 6.1-16.0 hours; Type V = 16.1 or greater hours 16.4 FORMAT: Available in Microsoft Excel electronic format and printed form 16.5 MAINTENANCE: The information will be reviewed annually. 16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD: None
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DATA REQUIREMENT (DR)

1. Number

Issue

2. Title: Visitors Center Awareness Campaign Plan

3. Operator:

PA00

4. DR Number Page Date Rev.

4-MA10

SUBMITTAL REQUIREMENTS

5. Type:

2

6. Frequency of Submission:

AN AR

7. Distribution:

One Copy

8. Initial Submission:

Every year by COB October 1, or the Monday immediately following if October 1 falls on a non-work day, beginning with the start of the contract.

9. As of Date:

September 30

10. Remarks:

Use format illustrated in Public Affairs Operations Manual (PAOM) to submit .

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

same

12. Standard DRD Number Rev. Page Date

same

13. Use:

Provide to PA0

14. Interrelationship:

15. Reference:

Annex 4.7
paragraph
4.7.11.1

16. Preparation Information:

16.1 SCOPE: This DR establishes the need for the development and submittal of a Visitors Center Awareness Campaign Plan to PA0.

16.2 APPLICABLE DOCUMENT: See sample Visitors Center Awareness Campaign Plan.

16.3 CONTENTS: This document shall contain as a minimum the information illustrated on the sample Visitors Center Awareness Plan that can be found in Appendix 1 of PAOM.

16.4 FORMAT: Microsoft Word

16.5 MAINTENANCE: None

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DR: None



DATA REQUIREMENT (DR)

1. Number Issue

2. Title: Summer Reading Program Plan/Schedule	3. Operator: PA00	4. DR Number Page Date Rev. 4-MA09 1 of 1
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SUBMITTAL REQUIREMENTS

5. Type: 2	6. Frequency of Submission: AN AR
7. Distribution: One Copy	8. Initial Submission: Every year by COB April 15, or the Monday immediately following if April 15 falls on a non-work day, beginning with the start of the contract.
9. As of Date: April 14	

10. Remarks:

Use format illustrated in Public Affairs Operations Manual (PAOM) to submit .

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title: same	12. Standard DRD Number Rev. Page Date same	
13. Use: Provide to PA0	14. Interrelationship:	15. Reference: Annex 4.7 paragraph 4.7.10.3

16. Preparation Information:

- 16.1 SCOPE: This DR establishes the need for the development and submittal of a Summer Reading Program Plan/Schedule to PA0.
- 16.2 APPLICABLE DOCUMENT: See sample Summer Reading Program Plan/Schedule.
- 16.3 CONTENTS: This document shall contain as a minimum the information illustrated on the sample Summer Reading Program Plan/ Schedule that can be found in Appendix 1 of PAOM.
- 16.4 FORMAT: Microsoft Word
- 16.5 MAINTENANCE: None
- 16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DR: None



DATA REQUIREMENT (DR)

1. Number Issue

2. Title: Footprint and Location Map of Offsite Exhibits

3. Operator:

PA00

4. DR Number Page Date Rev.

4-MA08 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:
3

6. Frequency of Submission:
PE AR

7. Distribution:
One Copy

8. Initial Submission:

Two weeks prior to the event, except on government holidays, beginning with the start of the contract.

9. As of Date:
As of last
work day two
weeks prior to
event.

10. Remarks:

Use format illustrated in Public Affairs Operations Manual (PAOM) to submit .

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

same

12. Standard DRD Number Rev. Page Date

same

13. Use:
Provide to PA0

14. Interrelationship:

15. Reference:
Annex 4.7
paragraph 4.7.9.1

16. Preparation Information:

16.1 SCOPE: This DR establishes the need for the submittal of a Footprint and Location Map of all offsite events two weeks prior to each offsite exhibit.

16.2 APPLICABLE DOCUMENT: See Sample Footprint and Location Map.

16.3 CONTENTS: This document shall contain as a minimum the information illustrated on the sample Footprint and Location Map that can be found in Appendix 1 of SSC Public Affairs Operations Manual.

16.4 FORMAT: Microsoft Word

16.5 MAINTENANCE: None

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DR: None



DATA REQUIREMENT (DR)

1. Number Issue

2. Title: Offsite Exhibit Evaluation Form

3. Operator:

PA00

4. DR Number Page Date Rev.

4-MA07 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:
3

6. Frequency of Submission:
PE AR

7. Distribution:
One Copy

8. Initial Submission:

Within 72 hours following each offsite exhibit, except on government holidays, beginning with the start of the contract.

9. As of Date:
As of date of each event.

10. Remarks:

Use format illustrated in Public Affairs Operations Manual (PAOM) to submit in electronic form.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:
same

12. Standard DRD Number Rev. Page Date
same

13. Use:
Provide to PA0

14. Interrelationship:

15. Reference:
Annex 4.7
paragraph 4.7.9.1 and
4.7.10.2

16. Preparation Information:

16.1 SCOPE: This DR establishes the need for the submittal of an Offsite Evaluation Form to the offsite event organizer following each offsite exhibit.

16.2 APPLICABLE DOCUMENT: See Sample Offsite Evaluation Form.

16.3 CONTENTS: This document shall contain as a minimum the information illustrated on the sample Offsite Evaluation Form that can be found in Appendix 1 of SSC Public Affairs Operations Manual.

16.4 FORMAT: Microsoft Word

16.5 MAINTENANCE: None

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DR: None



DATA REQUIREMENT (DR)

1. Number Issue

2. Title: Offsite Report Card

3. Operator:

PA00

4. DR Number Page Date Rev.

4-MA06 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:
3

6. Frequency of Submission:
PE AR

7. Distribution:
One Copy

8. Initial Submission:

One per event two weeks prior to the actual event, except on government holidays, at the start of the contract.

9. As of Date:
As of date
of event.

10. Remarks:

Use form illustrated in Public Affairs Operations Manual (PAOM) to submit in electronic form.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

same

12. Standard DRD Number Rev. Page Date

same

13. Use:

Provide to PA0

14. Interrelationship:

15. Reference:

Annex 4.7
paragraph 4.7.9.1 and
4.7.10.2

16. Preparation Information:

16.1 SCOPE: This DR establishes the need for the submittal to PA0, two weeks before each event, an Offsite Report Card.

16.2 APPLICABLE DOCUMENT: See sample Offsite Report Card that includes information regarding the event to be attended, materials to be needed and personnel needed to staff the event.

16.3 CONTENT: This report shall contain as a minimum the information illustrated on the sample of the Offsite Report Card that can be found in Appendix 1 of the SSC Public Affairs Operations Manual (PAOM).

16.4 FORMAT: Microsoft Word

16.5 MAINTENANCE: As required

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DR: None



DATA REQUIREMENT (DR)

1. Number Issue

2. Title: Offsite Information Form

3. Operator:

PA00

4. DR Number Page Date Rev.

4-MA05 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:
3

6. Frequency of Submission:
PE AR

7. Distribution:
One Copy

8. Initial Submission:

One per event two weeks prior to the actual event, except on government holidays,
at the start of the contract.

9. As of Date:
As of last
work day two
weeks prior to
event.

10. Remarks:

Use form illustrated in Public Affairs Operations Manual (PAOM) to submit in electronic form.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:
same

12. Standard DRD Number Rev. Page Date
same

13. Use:
Provide to PA0

14. Interrelationship:

15. Reference:
Annex 4.7
paragraph 4.7.9.1,
4.7.10.2

16. Preparation Information:

16.1 SCOPE: This DR establishes the need for the submittal to PA0, two weeks before each event, an Offsite Information Form.

16.2 APPLICABLE DOCUMENT: See sample Offsite Information Form that includes information regarding the event to be attended, materials to be needed and personnel needed to staff.

16.3 CONTENT: This report shall contain as a minimum the information illustrated on the sample of the Offsite Information Form that can be found in Appendix 1 of the SSC Public Affairs Operations Manual (PAOM).

16.4 FORMAT: Microsoft Word

16.5 MAINTENANCE: None

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DR: None



DATA REQUIREMENT (DR)

1. Number Issue

2. Title: Report of the No. and Description of Visitor
Guests

3. Operator:
PA00

4. DR Number Page Date Rev.
4-MA04 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:
2

6. Frequency of Submission:
WK AR

7. Distribution:
One Copy

8. Initial Submission:
One per week by 10:00 a.m. on Friday, except on government holidays, beginning with the start of the contract.

9. As of Date:
As of COB
Thursday

10. Remarks:
Use form illustrated in Public Affairs Operations Manual (PAOM) to submit in electronic form.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:
same

12. Standard DRD Number Rev. Page Date
same

13. Use:
Provide to PA0

14. Interrelationship:

15. Reference:
Annex 4.7
paragraph 4.7.8.4,
4.7.8.5,

16. Preparation Information:

16.1 SCOPE: This DR establishes the need for the weekly submittal to PA0, via the Weekly Activity Report, of a Report of the Number and Description of Daily Guests of the Visitors Center.

16.2 APPLICABLE DOCUMENT: See sample Weekly Activity Report that includes information regarding the number and description of the daily guests to the Visitors Center.

16.3 CONTENT: This report shall contain as a minimum the information illustrated on the samples of the Weekly Activity Report that can be found in Appendix 1 of the SSC Public Affairs Operations Manual (PAOM).

16.4 FORMAT: Microsoft Word

16.5 MAINTENANCE: None

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DR: None



DATA REQUIREMENT (DR)

1. Number Issue

2. Title:

Visitors Center Comment Card Response Card Results

3. Operator:

PA00

4. DR Number Page Date Rev.

4-MA03 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:

2

6. Frequency of Submission:

WK AR

7. Distribution:

One Copy

8. Initial Submission:

One per week by 10:00 a.m. on Friday, except on government holidays, beginning with the start of the contract.

9. As of Date:

As of COB
Thursday

10. Remarks:

Use form illustrated in Public Affairs Operations Manual (PAOM) to submit in electronic form.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

same

12. Standard DRD Number Rev. Page Date

same

13. Use:

Provide to PA0

14. Interrelationship:

15. Reference:

Annex 4.7
paragraph 4.7.8.3

16. Preparation Information:

16.1 SCOPE: This DR establishes the need for the weekly submittal to PA0, via the Weekly Activity Report, the Visitors Center Comment Card Response results.

16.2 APPLICABLE DOCUMENT: See sample Weekly Activity Report.

16.3 CONTENT: This report shall contain as a minimum the information illustrated on the samples of the Weekly Activity Report and Visitors Center Comment Cards that can be found in Appendix 1 of the SSC Public Affairs Operations Manual (PAOM).

16.4 FORMAT: Microsoft Word

16.5 MAINTENANCE: None

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DR: None



DATA REQUIREMENT (DR)

2. Title: Weekly Activity Report

3. Operator:

PA00

4. DR Number Page Date Rev.

4-MA02 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:
2

6. Frequency of Submission:
WK AR

7. Distribution:
One Copy

8. Initial Submission:
One per week by 10:00 a.m. on Friday, except on government holidays, beginning with the start of the contract.

9. As of Date:
As of COB
Thursday

10. Remarks:
Use form illustrated in Public Affairs Operations Manual (PAOM) to submit in electronic form.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:
same

12. Standard DRD Number Rev. Page Date
same

13. Use:
Provide to PA0

14. Interrelationship:

15. Reference:
Annex 4.7
paragraph 4.7.8.3,
4.7.8.4, 4.7.8.5,
4.7.13.6, 4.7.13.8

16. Preparation Information:

16.1 SCOPE: This DR establishes the need for the weekly submittal to PA0 of a Weekly Activity Report describing the contractors activities.

16.2 APPLICABLE DOCUMENT: See sample Weekly Activity Report.

16.3 CONTENT: This report shall contain as a minimum the information illustrated on the sample Weekly Activity Report that can be found in Appendix 1 of the SSC Public Affairs Operations Manual (PAOM).

16.4 FORMAT: Microsoft Word

16.5 MAINTENANCE: None

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DR: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title: Status/Tracking Report of Print & Broadcast Media Coverage	3. Operator: PA00	4. DR Number Page Date Rev. 4-MA01 1 of 1
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SUBMITTAL REQUIREMENTS

5. Type: 2	6. Frequency of Submission: WK AR
7. Distribution: One Copy	
9. As of Date: As of COB Thursday	8. Initial Submission: One per week by 3 p.m. on Friday, except on government holidays, beginning with the start of the contract.

10. Remarks:
Use format illustrated in Public Affairs Operations Manual (PAOM) to submit in electronic form.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title: same	12. Standard DRD Number Rev. Page Date same	
13. Use: Provide to PA0	14. Interrelationship:	15. Reference: Annex 4.7 paragraph 4.7.7.10

16. Preparation Information:

16.1 SCOPE: This DR establishes the need for the weekly submittal to PA0 of a Status/Tracking Report of Print & Broadcast/Media Coverage and Publications.

16.2 APPLICABLE DOCUMENT: See sample Status/Tracking Report of Print & Broadcast Coverage and Publications.

16.3 CONTENT: This report shall contain as a minimum the information illustrated on the sample Status/Tracking Report of Print & Broadcast Coverage and Publications that can be found in Appendix 1 of the SSC Public Affairs Operations Manual (PAOM).

16.4 FORMAT: Microsoft Word

16.5 MAINTENANCE: None

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DR: None



DATA REQUIREMENT (DR)

2. Title: Material List (Custodial)	3. Operator: RA20	4. DR Number Page Date Rev. 4-LS02 1 of 1
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SUBMITTAL REQUIREMENTS

5. Type:	6. Frequency of Submission: Monthly
7. Distribution: RA20 (1)	
8. Initial Submission: Forty-five (45) days after Contract start date	
9. As of Date: End of month	

10. Remarks: One copy to RA20.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date	
13. Use: Trending and historical data	14. Interrelationship:	15. Reference: Annex 4.0 Para 4.4.5.11(b)

16. Preparation Information: Provide a list of supplies used during the month. Identify brand name and quantity used. The list shall be provided by the 15 th of each month.



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title:

Report, Direct Accountability Penalty Mail & Meter

3. Operator:

RA20

4. DR Number Page Date Rev.

4-LS01 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:

4

6. Frequency of Submission:

Monthly - 10th day of each month

7. Distribution:

RA20 (1)

8. Initial Submission:

9. As of Date:

End of Month

10th day of month following start of contract

10. Remarks:

The report shall be provided per the attached form in Microsoft Excel electronic format.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

Report, Direct Accountability Penalty Mail & Meter

12. Standard DRD Number Rev. Page Date

4.3LS23

13. Use:

To provide NASA with billing information and mail distribution statistics. Data will be used for audit control, data accuracy, certification of information, and performance measurement. Data is utilized by NASA Finance in the Official Mail Accounting System.

14. Interrelationship:

15. Reference:

Annex 4.3

16. Preparation Information:

16.1 SCOPE: Provide Contractor Certified financial information and mail volume and distribution data.

16.2 CONTENTS: Center Name; Meter Number; Reporting Month; Date; Identify as Gov or Contractor Report. Mail Category; Mail Volume (pcs); Total Postage; Last Meter Reset Date; Amount \$ 1st Class; Priority; Third/Fourth; Special Fourth; Registered; Certified; International Mail; Printed PMS Enveloped; Penalty Mail Stamps; Permit Imprint (Contractor); Business Reply Mail; INTELPOSTT/ International Mail Postage; Grand Total. - Ascending Meter Reading (Date) (Reading) (\$Amount) (Supervisor Certification); Descending Meter Reading (Date) (Reading) (\$Amount) (Supervisor Certification); Date, meter number and dollar amount of meter refurbishment during month including \$ receipt.



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title: Report, Copier Management

3. Operator:

RA20

4. DR Number Page Date Rev.

4-GA05 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:
3

6. Frequency of Submission:
MO UR

7. Distribution:

RA20 (1)

5th day each month

8. Initial Submission:

9. As of Date:

End of month

5th day of contract award

10. Remarks:

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

Same

12. Standard DRD Number Rev. Page Date

Same

13. Use:

Data required to manage the day-to-day copier operations and pay vendor invoices.

14. Interrelationship:

15. Reference:

Annex 4.6.10.5

16. Preparation Information:

16.1 SCOPE: This DR establishes the collection of copier information to manage the NASA Stennis cost per copy program in accordance with the Agency agreement.

16.2 APPLICABLE DOCUMENTS: NASA Cost Per Copy Agreement

16.3 CONTENTS: Model; Serial Number; Volume Band; Building Number; Room Number; Organization; Contact name; telephone; charge code; crew number; accessories; meter reading (monthly); calculation; Usage analysis.

16.4 FORMAT: MicroSoft Excel spreadsheet – coordinate data format with COTR.

16.5 MAINTENANCE: As required

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title: Report, Annual Audiovisual	3. Operator: PA00	4. DR Number Page Date Rev. 4-GA04 1 of 3
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SUBMITTAL REQUIREMENTS

5. Type: 2	6. Frequency of Submission: AN
7. Distribution: 1 Copy RA20	
9. As of Date: End of FY	8. Initial Submission: 40 days following end of fiscal year

10. Remarks:

Forms may change from year and will be supplied by Government.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title: Report, Annual Audiovisual		12. Standard DRD Number Rev. Page Date	
13. Use: Provide data for agency report		14. Interrelationship:	15. Reference: Annex 4.6.14.3

16. Preparation Information:

16.1 SCOPE: This DR establishes the requirements for the preparation of Agency Annual Audiovisual Report.

16.2 APPLICABLE DOCUMENTS: Annual Agency Call for Data

16.3 CONTENTS: Actual annual audiovisual production units.

16.4 FORMAT: NASA Forms (Provided annually by NASA)

16.5 MAINTENANCE: The forms and information will be reviewed and updated annually.

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DR: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title: Report, Annual Information Reproduction
Management

3. Operator:
RA20

4. DR Number Page Date Rev.
4-GA03 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:
2

6. Frequency of Submission:
AN
November 1st

7. Distribution:
(1) RA20

8. Initial Submission:
30 days following end of fiscal year

9. As of Date:
end of FY

10. Remarks:
Forms may change from year to year and will be supplied by Government.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:
Same

12. Standard DRD Number Rev. Page Date

13. Use:
Provide data for agency report to the Joint
Committee on Printing

14. Interrelationship:
NPG 1490.5A

15. Reference:
Annex 4.6.10.2

16. Preparation Information:

16.1 SCOPE: This DR establishes the requirements for the preparation of a statistical report published by the Agency. The data reflects the type of SSC printing equipment and printing production units/costs for the fiscal year.


16.2 APPLICABLE DOCUMENTS: NPG 1490.5A

16.3 CONTENTS: Listing of printing equipment and production units

16.4 FORMAT:
Complete JCP Form 1, Printing Plant Report; JCP Form 2, Commercial Printing Report; JCP Form 5 Annual Plant Inventory; JCP Form 7, Excess Equipment Disposal Report; Notice of Completion of Transaction Authorized by the JCP; Mission Statement; Cover letter

16.5 MAINTENANCE: The forms and information will be reviewed and updated annually.

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DR: None

 National Aeronautics and Space Administration John C. Stennis Space Center		DATA REQUIREMENT (DR)		Data Procurement Document 1. Number Issue	
2. Title: Plan, Personnel Certification		3. Operator: QA00		4. DR Number Page Date Rev. 6-RA01 1 of 2	
SUBMITTAL REQUIREMENTS					
5. Type: 1		6. Frequency of Submission: AD			
7. Distribution: 5 Copies		8. Initial Submission:			
9. As of Date: N/A		Submit personnel certification plan within 60 days of contract start.			
10. Remarks: Submit plan for review to Code QA00 with information copy to Code RA20, DA00 and DCMC office.					
DATA REQUIREMENT DESCRIPTION (DRD)					
11. Standard DRD Title: Plan, Personnel Certification				12. Standard DRD Number Rev. Page Date 6-RA01	
13. Use: To define the total program required to establish, administer, and control proficiency levels of special in the contract agreement of award of the contract, has been reported.			14. Interrelationship:		15. Reference: ASQC Q-9001-1994
16. Preparation Information: 16.1 SCOPE: The contractor shall prepare and submit to the cognizant National Aeronautics and Space Administration Agency a plan implementing the development and maintenance of a training and certification program for those personnel participating in or responsible for controlling special processes having a significant effect upon product quality and/or involving essentially hazardous operation. Certification of personnel for these processes (such as welding, radiography, cryogenics handling, magnetic particle, confined space entry and equipment operations) shall include necessary training followed by suitable test procedure to determine the proficiency of each individual. 16.2 APPLICABLE DOCUMENTS: ASQC Q900-1994 16.3 CONTENTS: The personnel certification plan may include but not be limited to the following items: A. Personnel who satisfy certification requirements shall be issued a badge, button or other device as evidence of certification which shall be worn or carried on the person while performing these duties. B. Certification shall be for a specific period of time with re-certification requiring retesting.					



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR) Continuation Sheet

Data Procurement Document
1. Number Issue

2. Title:

Plan, Personnel Certification

3. Operator:

QA00

4. DR Number Page Date Rev.

6-RA01

2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Standard DRD Title:

Plan, Personnel Certification

12. Standard DRD Number Rev. Page Date

6-RA01

16. Preparation Information:

16.3 CONTENTS: (Continued)

C. Records shall be maintained indicating individuals and processes in which certified.

D. The program shall include provisions for monitoring personnel performance and work quality to ensure their continued ability to meet all criteria.

16.4 FORMAT: Book form using 8 1/2" x 11" bond paper with appropriate heading to satisfy the intent of Paragraph 16.3.

16.5 MAINTENANCE: The contractor will keep the Personnel Certification Plan up-to-date at all times and will submit changes as required,

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title:

List, Material Review Board (MRB) Members

3. Operator:

QA00

4. DR Number Page Date Rev.

6-RA03 1 of 2

SUBMITTAL REQUIREMENTS

5. Type:

1

6. Frequency of Submission:

AD

7. Distribution:

4 Copies and
1 each member

8. Initial Submission:

9. As of Date:

N/A

30 days after award of contract

10. Remarks:

New lists to be submitted three(3) days after membership change. Submit 1 copy to RA20, 1 copy to DCMC and DA00.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

List, Material Review Board (MRB) Members

12. Standard DRD Number Rev. Page Date

6-RA03

13. Use:

To provide a list of qualified personnel responsible for reviewing parts and material non-conformances.

14. Interrelationship:

ASQC Q9002

15. Reference:

ASQC Q9001, 1994/
Element 13.

16. Preparation Information:

16.1 SCOPE: The contractor shall prepare and submit a Material Review board (MRB) Members List, and report shall update as required by ASQC Q9001, 1994/Element 13.

16.2 APPLICABLE DOCUMENTS: ASQC Q9001/Element 13.

16.3 CONTENTS: The Board may consist of:

- A. A contractor representative whose primary responsibility is engineering.
- B. A contractor representative whose primary responsibility is product quality.
- C. A designated government quality representative (DCMC).

The technical competence, knowledge of product quality and functional understanding of the selected individuals shall encompass the requirements prescribed in ASQC Q9001 1994, Contractor Quality Management System for the John C. Stennis Space Center.



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

List, Material Review Board (MRB) Members

3. Operator:

QA00

4. DR Number Page Date Rev.

6-RA03

2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Standard DRD Title:

List, Material Review Board (MRB) Members

12. Standard DRD Number Rev. Page Date

6-RA03

16. Preparation Information:

16.4 FORMAT: The list shall be submitted on a single sheet of 8 1/2" x 11" paper.

16.5 MAINTENANCE: N/A

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None.



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title: List, Nonconforming Products/Services	3. Operator: QA00	4. DR Number Page Date Rev. 6-RA04 1 of 2
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SUBMITTAL REQUIREMENTS

5. Type: 1	6. Frequency of Submission: MO
7. Distribution: 4 Copies and 1 each member	
9. As of Date: N/A	8. Initial Submission: Submit nonconforming products and/or services list, within 30 days after contract award.

10. Remarks:
New list to be submitted every 30 days to QA00, RA20, DA00 and DCMC office.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title: List, Nonconforming Products and Services		12. Standard DRD Number Rev. Page Date 6-RA04	
13. Use: To provide a list of nonconforming products and services to determined status.		14. Interrelationship: ASQC Q9002	15. Reference: ASQC Q9001/Element 13.

16. Preparation Information:

16.1 SCOPE: The contractor shall prepare and submit a list of nonconforming products and services.

16.2 APPLICABLE DOCUMENTS: ASQC Q9001, 1994/Element 13, control of nonconforming products.

16.3 CONTENTS: The nonconforming products and services list shall contain the open or close status of each documented nonconformance.



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR) Continuation Sheet

Data Procurement Document

1. Number

Issue

2. Title:

List, Nonconforming Products/Services

3. Operator:

QA00

4. DR Number Page Date Rev.

6-RA04

2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Standard DRD Title:

List, Nonconforming Products and Services

12. Standard DRD Number Rev. Page Date

6-RA04

16. Preparation Information:

16.4 FORMATS: The list shall be submitted on a single sheet of 8 1/2" x 11" paper.

16.5 MAINTENANCE: N/A

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title:

Plan, Reliability Program

3. Operator:

QA00

4. DR Number Page Date Rev.

6-RA06 1 of 3

SUBMITTAL REQUIREMENTS

5. Type:

1

6. Frequency of Submission:

AN

7. Distribution:

QA00 (1 Copy)

RA00 (1 Copy)

8. Initial Submission:

November 1, 1999

9. As of Date:

COB Nov 1

10. Remarks:

Submit 1 copy each to QA00 Safety Office and RA00.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

Plan, Reliability Program

12. Standard DRD Number Rev. Page Date

13. Use:

To provide master planning and control for the reliability program.

14. Interrelationship:

DR 6-SA08

15. Reference:

NPD 8730.2

16. Preparation Information:

16.1 SCOPE: This Data Requirement Description (DRD) establishes the requirement for the preparation and submittal of a Reliability Program Plan (RPP).

16.2 APPLICABLE DOCUMENT: NASA Reliability Centered Maintenance Guide for Facilities and Collateral Equipment (Dec. 1996)

16.3 CONTENTS: The Reliability Program Plan shall, as a minimum include:

General Program Requirements. The contractor shall provide, maintain, and implement a Reliability Program Plan for the contract effort. The Plan shall be submitted and updated as required. This Plan shall be submitted and shall serve as the master planning and control document for the reliability program.

Reliability Organization.

a. Charts and narrative statements which describe the organizational responsibilities and functions associated with the conduct of the reliability program and each task therein. This shall include for each task in the



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Plan, Reliability Program

3. Operator:

QA00

4. DR Number Page Date Rev.

6-RA06 2 of 3

DATA REQUIREMENT DESCRIPTION – CONTINUATION

11. Standard DRD Title:

Plan, Reliability Program

12. Standard DRD Number Rev. Page Date

16. Preparation Information:

16.3 CONTENTS: Continued

reliability program and each task therein. This shall include for each task in the reliability program detailed statements of:

(1) Duties of each organizational element (e.g., engineering, reliability, safety, fabrication, test, quality assurance) involved in its accomplishments or use of its outputs.

(2) Delineation of interfaces in responsibilities and functions where more than one organizational element is involved.

(3) The relationship of the reliability management organization to each of the other organizational elements performing reliability program tasks and reliability management's authority to control and monitor these tasks.

A summary (matrix or other brief form) shall be included which indicates for each reliability program requirement, principal organization responsible for implementation and the specific organization responsible for generating the necessary documents. In addition, the summary shall indicate each contractor organization which has approval or review authority relative to documents generated.

b. Narrative descriptions, time or milestone schedules, and supporting documents which describe in detail the contractor's plan for execution and management of each task in the reliability program. Directives, methods, and procedures shall be documented by the contractor to implement each task, and these documents shall be referenced in the Reliability Program Plan, be available, and be available to NASA upon request.

c. A listing of contractor documents (methods, procedures, etc.) requiring origination or modification to meet requirements of this document. This shall include a schedule for completion of these documents or changes and a description of them.

Reliability Program Control


1. General. The contractor shall devise a system for effective management control and survey of the reliability program. This system shall provide and periodically update a time or milestone phased listing of each reliability task of planned, expended, and projected man-hours, materials, facilities, services, and support with associated costs and responsible organizational element.

2. Reliability Program Surveys

a. The contractor shall conduct periodic surveys of the reliability program. These shall be conducted either independently or as a part of broader surveys of assurance areas. They shall evaluate progress and effectiveness and shall determine the need for adjustments or changes in the reliability programs.

b. The surveys shall cover the reliability program and interfacing project areas. Surveys shall be conducted at appropriate intervals (minimum requirement is annual).

c. Reports of survey results and reports of verification of corrective action completions shall be documented by the contractor and available to NASA upon request.

 National Aeronautics and Space Administration John C. Stennis Space Center		DATA REQUIREMENT (DR) Continuation Sheet		Data Procurement Document 1. Number Issue	
2. Title:		3. Operator:		4. DR Number Page Date Rev.	
Plan, Reliability Program		QA00		6-RA06 3 of 3	
DATA REQUIREMENT DESCRIPTION - CONTINUATION					
11. Standard DRD Title:				12. Standard DRD Number Rev. Page Date	
Plan, Reliability Program					
16. Preparation Information:					
16.3 CONTENTS: Continued Reliability Training The contractor shall use trained and competent personnel to implement the reliability program. Necessary additional training and indoctrination in technologies and techniques peculiar to the program, as well as training directed toward fostering technical excellence, shall be provided to appropriate personnel. The Reliability Program Plan shall identify these training requirements and describe training courses and activities, as well as types and numbers of personnel to be trained under each. 16.4 FORMAT: Letter form, 8 1/2" x 11" with front and back covers. 16.5 MAINTENANCE: The RPP shall be maintained in a current condition by page revision or complete re-issue, as contractually determined, configuration. 16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None.					



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title: Report, Reliability Program
Self-Assessment and Implementation

3. Operator:
QA00

4. DR Number Page Date Rev.
6-RA08 1 of 2

SUBMITTAL REQUIREMENTS

5. Type:
1

6. Frequency of Submission:
AN

7. Distribution:

QA00 (1 Copy)
RA00 (1 Copy)

8. Initial Submission:

October 15, 2000

9. As of Date:

COB Sept 30

10. Remarks:

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title: Report, Reliability Program
Self-Assessment and Implementation

12. Standard DRD Number Rev. Page Date

13. Use:

Self evaluation of contractor's reliability program
Performance.

14. Interrelationship:

15. Reference:

NPD 8710.2
SPG 8715.1
NHB 1700.1 V1-B)
NPG 8730.2
NPG 8735.1

16. Preparation Information:

16.1 SCOPE: This DR establishes the requirement to submit a report on the preparation and internal assessment of the contractor's safety and health program effectiveness during the previous reporting period and an implementation plan including corrective actions (with estimated completion dates) to be completed in the future reporting period.

16.2 APPLICABLE DOCUMENT: NASA Reliability Centered Maintenance Guide for Facilities and Collateral Equipment (Dec. 1996)

16.3 CONTENTS: Report shall, as a minimum, include:

a. Technical progress of each reliability task including significant accomplishments and milestones reached during the reporting period (e.g., GIDEP, FMEA).

b. Report areas of strength and weakness in contractor safety program performance and report The RPPR as a shall report status of goals or objectives previously established. The data shall include corrective actions recommended, a description of corrective action completed, date corrective action completed, and a schedule for any outstanding corrective actions. Closure documentation must accompany all closed corrective actions and be included in the report.

c. Decisions and actions during the reporting period having impact on the reliability efforts and description of their anticipated effect on the hardware.



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title: Report, Reliability Program Self-Assessment and Implementation	3. Operator: QA00	4. DR Number Page Date Rev. 6-RA08 2 of 2
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DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Standard DRD Title: Report, Reliability Program Progress Self-Assessment and Implementation	12. Standard DRD Number Rev. Page Date
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16. Preparation Information:

16.3 CONTENTS: Continued

d. Anticipated slip pages in reliability activities and their effects.

e. Supplier performance and problems.

f. Parts or materials procurement or screening activities.

g. Notification of impact on the program of problems reported by other sources in the Government/Industry Data Exchange Program (GIDEP) alert system.

h. Progress in closure of failure reports.

i. Review summary of contractor's reviews.

16.4 FORMAT: Letter form, 8 1/2" x 11" paper or as directed by NASA.

16.5 MAINTENANCE:

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None.



National Aeronautics and
Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document

1. Number Issue

2. Title:

Report, GIDEP Usage

3. Operator:

QA00

4. DR Number Page Date Rev.

6-RA09 1 of 2

SUBMITTAL REQUIREMENTS

5. Type:

6. Frequency of Submission:

AN

7. Distribution:

QA00 (1 Copy)

8. Initial Submission:

9. As of Date:

COB Sept 30

October 15, 2000

10. Remarks:

Annual Usage Report is required for participation in GIDEP. It is to be submitted directly to GIDEP Operations Center.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:

Report, GIDEP Usage

12. Standard DRD Number Rev. Page Date

13. Use:

To allow for continued participation in the Government Industry Data Exchange Program (GIDEP)
To provide NASA with annual updates regarding GIDEP participation at SSC.

14. Interrelationship:

DR 6-SA07
DR 6-SA08

15. Reference:

NPG 8735.1
NPD 8730.2

16. Preparation Information:

INTRODUCTION:

The Government-Industry Data Exchange Program (GIDEP) is a cooperative effort to exchange research, development, design, testing, acquisition and logistics information among government and industry participants. GIDEP seeks to reduce or eliminate expenditures of time and money and to improve the total quality and reliability of systems and components during the acquisition and logistics phases of the life cycle.

PROGRAM OBJECTIVES:

- Reduce or eliminate expenditure of funds for duplicative testing of identical parts and components used in systems and subsystems.
- Improve systems reliability, maintainability and quality.
- Eliminate actual or potential problems with nonconforming parts, components, materials, manufacturing processes, testing and items of supply by exchanging failure data.
- Provide an on-line network to facilitate rapid communications among scientific and technical personnel working on government programs.
- Provide a centralized database for Diminishing Manufacturing Sources and Material Shortages (DMSMS) information and alternate sources of supply.
- Provide a centralized database for test information on parts, components, materials, systems and subsystems for reliability, maintainability, safety, human factors engineering and related environmental factors.